

State of North Dakota



Module 6 - Assets

PeopleSoft Financials 9.0

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix “ST” for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.



Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.
- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.



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ST Module 6 - Assets

Assets Module

Asset Management helps automate the business processes involved in asset acquisition and disposal by maintaining accounting integrity and enhancing reporting capabilities. Assets may be maintained in various books for different reporting and tracking purposes.

PeopleSoft Asset Management features several key functions:

- Adding Assets
- Depreciating Assets
- Adjusting and Transferring Assets
- Retiring Assets
- Reporting Assets

To view or print the Assets Training Guide, click on OMB's training webpage:
(<http://www.nd.gov/fiscal/accounting/manuals>)

ST Lesson 6.1 - Adding and Maintaining Assets

Adding and Maintaining Assets

Assets may be added by Express Add or Basic Add. Assets can be initially added through Express Add and additional details can be added through Basic Add; or the entire entry can be done through Basic Add.

There are two main advantages to adding assets through Express Add. The first is the ease in which you can create a funding split for an asset. The second is when in Express Add, once you press the Save button the asset is automatically capitalized if it is over \$5,000. The main disadvantage in using Express Add is that once you click the Save button, you cannot make any changes to certain fields.

In Basic Add, both funding splits and capitalizing assets require much more work on the part of the employee adding the asset, but you can save what you have entered and still make changes to all fields if you have not yet clicked the Capitalize Asset button. We will cover both methods.

ST 6.1.1 - Adding an Asset Using Basic Add

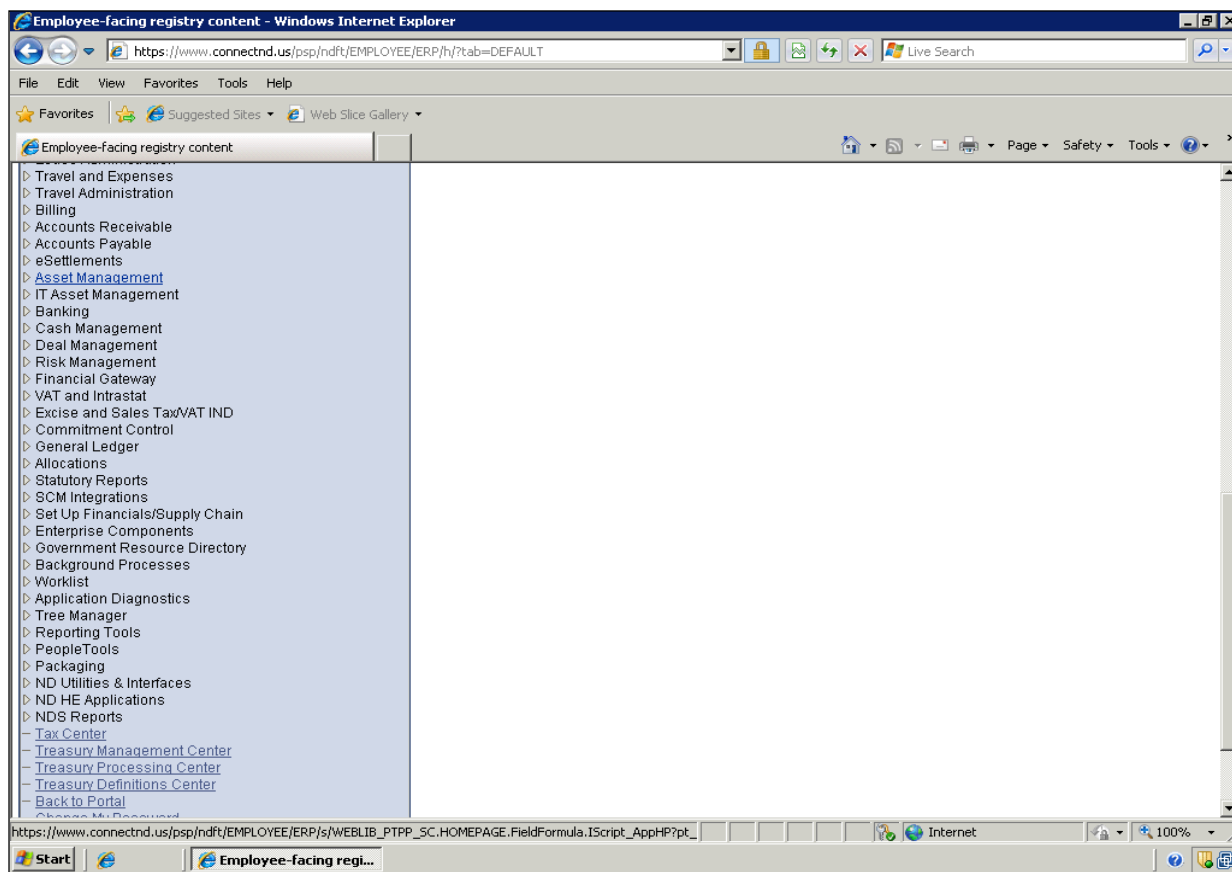
Adding an Asset Using Basic Add

Navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

Basic Add is used to add an asset and to edit information for an existing asset. Basic Add provides more flexibility in the amount of detail you want to enter with an asset. In addition, you don't need to know all of the necessary information at the time of entry, as assets can be saved without capitalizing them.

Procedure

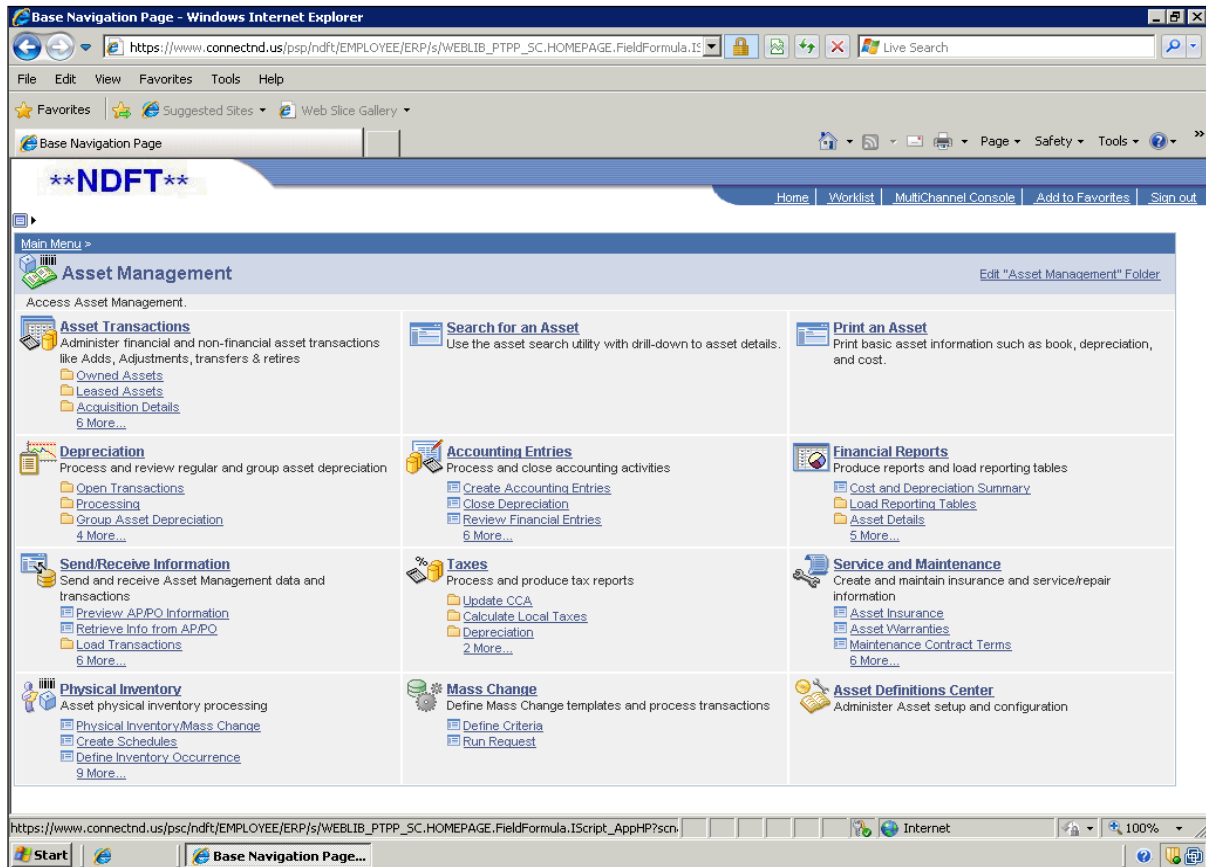
This topic shows how to add an asset using the Basic Add function.



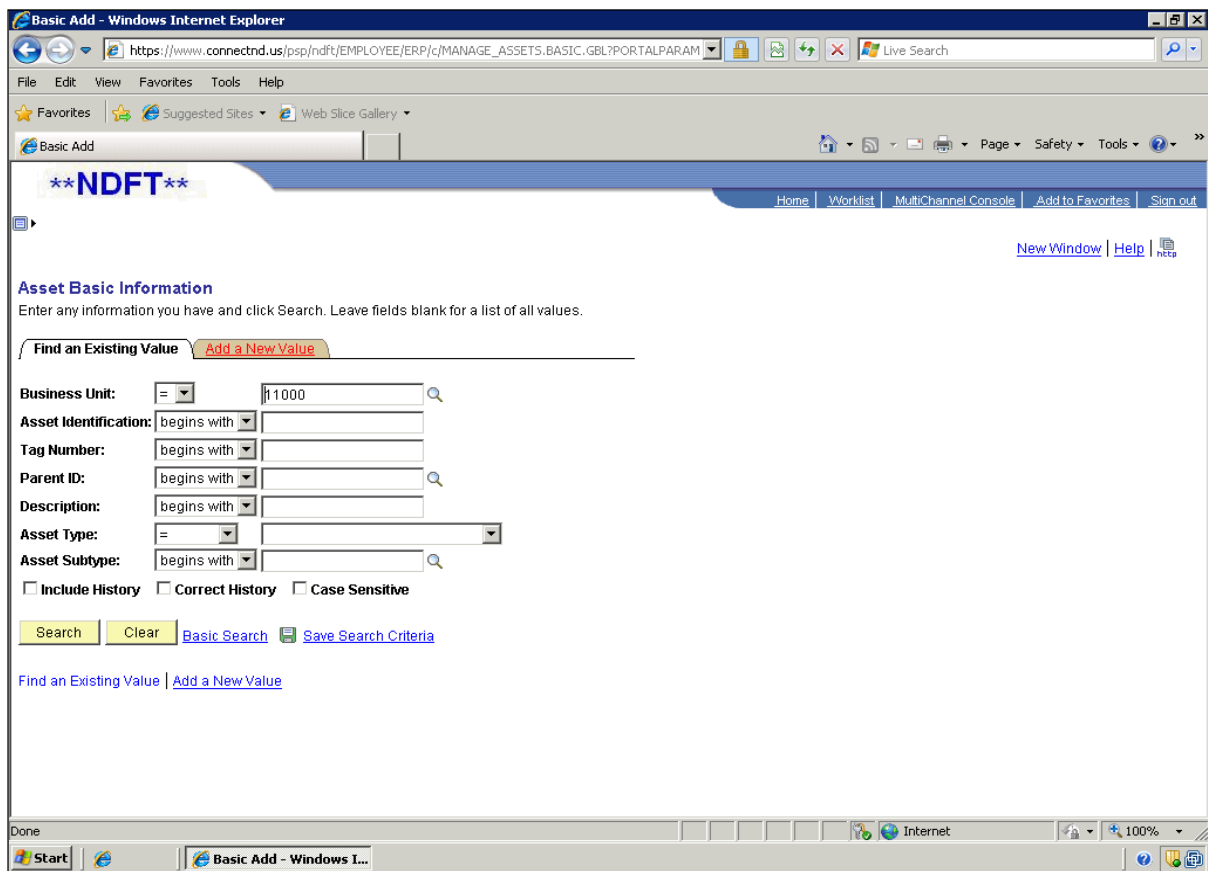


Training Guide Module 6 - Assets

Step	Action
1.	Click the Asset Management link. ▶ Asset Management



Step	Action
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Owned Assets link. Owned Assets
4.	Click the Basic Add link. Basic Add



Step	Action
5.	Enter the Asset ID to be modified or select Add a New Value. Click the Add a New Value tab. Add a New Value
6.	Click the Add button. Add



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Operation/Maintenance Asset Acquisition Detail Location/Comments/Attributes

Unit: 11000 Asset ID: NEXT Tag: In Service

Asset Information

Description: Short Description:

CAP #: Seq #: Set R and D Info...

☐ Taggable Asset Tag Number:

Asset Class: Asset Type: Region Code:

Asset Subtype: Asset Status: In Service

Acquisition Date: 03/03/2010

Placement Date: 03/03/2010

Collateral Asset:

Acquisition Code: Purchased

FERC Code: Financing Code:

Replacement Cost: Last Update:

Index Name: SubIndex Name:

Parent/Child: None Parent ID:

Profile ID:

Capitalized Asset


☒ New Asset

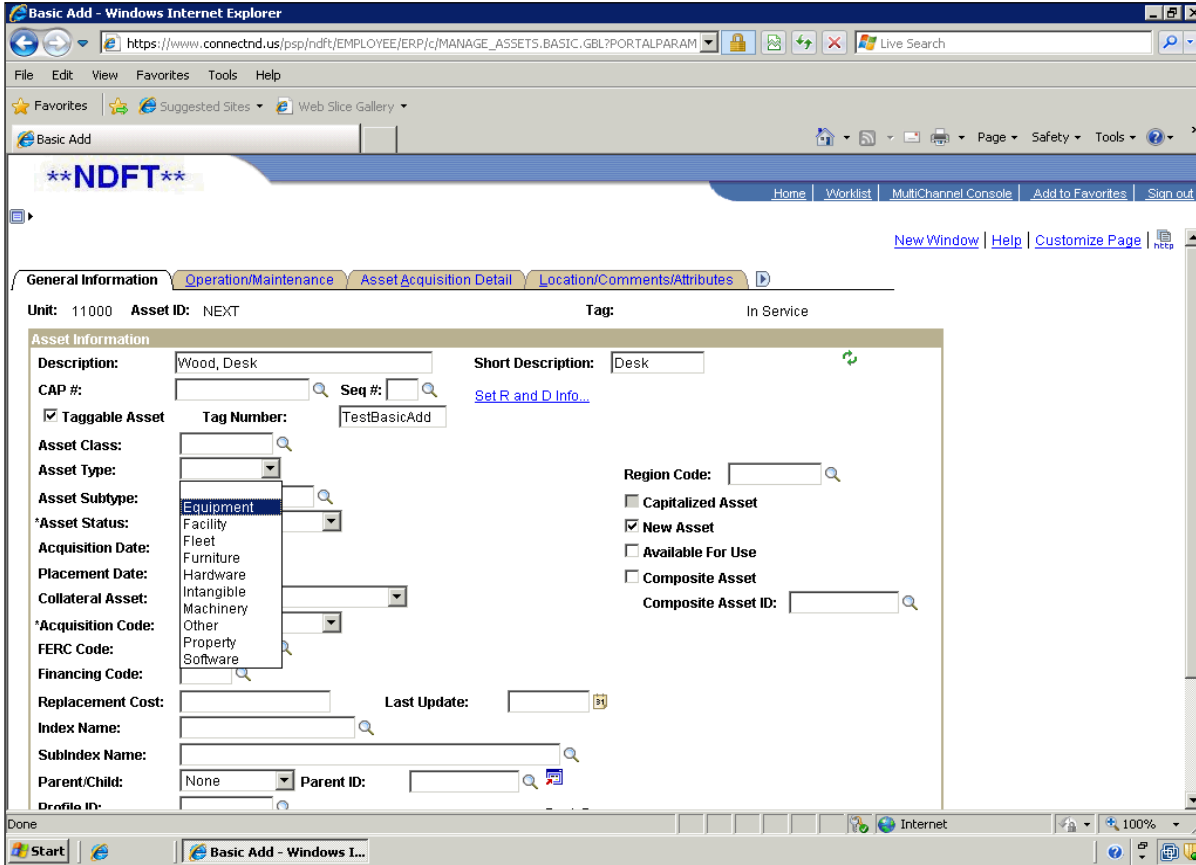
☐ Available For Use

☐ Composite Asset

Composite Asset ID:

Step	Action
7.	Enter the desired information into the Description field. Enter " Wood, Desk ". This field describes the asset. This will default from Profile, but user can overwrite.
8.	Enter the desired information into the Short Description field. Enter " Desk ". This is a short description of the asset and will default from the initial Description if left blank.
9.	Click the Taggable Asset option. Note: If left unchecked, this box will automatically be checked when a tag number is entered. <input type="checkbox"/> Taggable Asset
10.	Enter the desired information into the Tag Number field. Enter " TestBasicAdd ".
11.	Enter the desired information into the Acquisition Date field. Enter " 07/01/2009 ".

Step	Action
12.	Enter the desired information into the Placement Date field. Enter " 07/01/2009 ".
13.	Click the Asset Type list. 



Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Operation/Maintenance Asset Acquisition Detail Location/Comments/Attributes

Unit: 11000 Asset ID: NEXT Tag: In Service

Asset Information

Description: Wood, Desk Short Description: Desk

CAP #: Seq #: Set R and D Info...

☒ Taggable Asset Tag Number: TestBasicAdd


Asset Class: Asset Type: Asset Subtype: Equipment

*Asset Status: Facility Fleet Furniture Hardware Intangible Machinery Other

Acquisition Date: Placement Date: Collateral Asset: Acquisition Code: FERC Code: Financing Code: Replacement Cost: Last Update: Index Name: SubIndex Name: Parent/Child: None Parent ID: Profile ID:

Region Code: Capitalized Asset ☐ New Asset ☒ Available For Use ☐ Composite Asset ☐ Composite Asset ID:

Start Basic Add - Windows I...

Step	Action
14.	Click the Equipment list item. 



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

CAP #: Seq #: [Set R and D Info...](#)

☒ Taggable Asset Tag Number: TESTBASICADC

Asset Class:

Asset Type: Equipment

Asset Subtype:

*Asset Status: In Service

Acquisition Date: 07/01/2009

Placement Date: 07/01/2009

Collateral Asset:

*Acquisition Code: Purchased

FERC Code:

Financing Code:

Replacement Cost: Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID:

Profile ID:

Region Code:

☐ Capitalized Asset

☒ New Asset

☐ Available For Use

☐ Composite Asset

Composite Asset ID:

Book Page




Look up Profile ID (Alt+S)

Save Add Update/Display Include History Correct History

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplemental Data](#) | [Attachments](#)

javascript:submitAction_win0(document.win0,'ASSET_PROFILE_ID\$prompt');

Start Basic Add - Windows I...

Step	Action
15.	Click the Look up Profile ID button. 
16.	Select an appropriate Profile ID. Profile ID corresponds with the asset book. For assets under \$5,000, use a profile that begins with the letter "U". For assets \$5,000 and over use a profile with just the four-digit number.
17.	Choose a profile ID that corresponds with the asset you wish to add. Click the 1148 link. 
18.	Click the Asset Acquisition Detail tab. 

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Operation/Maintenance Asset Acquisition Detail Location/Comments/Attributes

Unit: 11000 Asset ID: NEXT Tag: TESTBASICADD In Service

Acquisition Details Find View All First 1 of 1 Last

Description:

System Source:

Incentive ID:

Quantity:

Amount: Currency: USD

Sales Tax:

Use Tax:

Freight:

Misc Charge Amount:

Total Amount: \$0.00

*Capitalize: To be Capitalized

Base Currency: USD

Vendor ID:

Vendor Name:

Interfaces Info...

Category:

Cost Type:

Acquisition Detail Chartfields

Capitalization Information

Profile ID: Default Book: UNDER Trans Date: 03/09/2010

Rate Type: CRRNT Accum Depr in Current Pd Acctg Date: 03/09/2010

Trans Code:

Capitalize

Amount left to Capitalize: 0.00 USD Quantity left to Capitalize: 1.0000

Done

Start Basic Add - Windows I...

Step	Action
19.	Enter the desired information into the Description field. Enter " Wood Desk ".
20.	Enter the desired information into the Amount field. Enter " 10000.00 ".



Training Guide Module 6 - Assets

Step	Action
21.	<p>Description - Enter a description of the asset.</p> <p>System Source - Leave Blank.</p> <p>Quantity - Enter the quantity being added.</p> <p>Amount - Enter the total cost of the asset.</p> <p>Capitalize - Leave as <u>To be Capitalized</u> regardless of cost.</p> <p>Vendor ID - Enter Vendor ID from list. (optional)</p> <p>Vendor Name - Defaults from Vendor ID. If Vendor ID is left blank, a name can be typed in. (optional)</p>
22.	Enter the desired information into the Trans Date field. Enter " 07/01/2009 ".

Step	Action
23.	Enter the desired information into the Acctg Date field. Enter " 07/01/2009 ".
24.	Click the Accum Depr in Current Pd option. <input type="checkbox"/> Accum Depr in Current Pd
25.	Click the Location/Comments/Attributes tab. Location/Comments/Attributes
26.	<p>This page is used to enter the physical Location of the asset, any Comments pertaining to the asset, and the Physical Attributes of the asset.</p> <p>Effective Date - The date the asset was placed in this location.</p> <p>Location - Enter the location from the list provided.</p> <p>Document Field - Free-form field with a limit of ten characters to add any additional description needed. Can be used to enter additional location information.</p> <p>The Comments and Physical Attributes sections are free-form fields and can be filled out as desired.</p>



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out


New Window Help Customize Page


General Information Operation/Maintenance Asset Acquisition Detail Location/Comments/Attributes

Unit: 11000 Asset ID: NEXT Tag: TESTBASICADD In Service

Location Find View All First 1 of 1 Last

Effective Date: 07/01/2009 Effective Sequence: ☐

Location: 

Area ID: 

Address:

City:

County:

State:

Country:

Geocode:

Document:

Building:

Floor #:

Room#:

Jurisdiction:

Sector:

Postal:

Longitude:

Latitude:

Authorization


Status: Not Auth. Date:


Name:

Room Number

javascript:submitAction_win0(document.win0,'ASSET_LOCATION_LOCATION\$prompt\$0');

Start Basic Add - Windows I... Internet 100%

Step	Action
27.	Click the Look up Location (Alt+5) button. 
28.	Click the OMB-Central link. OMB-Central

Step	Action
29.	Click the Show following tabs button. 
30.	Click the Manufacture/License/Custodian tab. Manufacture/License/Custodian
31.	<p>This page is used to record various Manufacturer Information, License Information, and Custodian Information, as desired.</p> <p>Note: As assets move among locations or custodians, PeopleSoft Asset Management allows you to keep a complete history of all locations and/or custodians and make comments.</p> <p>Click the + to Add a New Row in the Locations, Comments, or Custodian Information box. In this new row, you can enter in the new information, without losing the previous information.</p>



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Location/Comments/Attributes Manufacture/License/Custodian Asset Supplemental Data Attachments

Unit: 11000 Asset ID: NEXT Tag: TESTBASICADD In Service

Manufacturer Information

Serial ID:

Manufacturer ID:

Manufacturer Name:

Model:

Product Version: Production Date:

Plant: Contact:

VIN: SKU:

License Information

Custodian Information Find View All First 1 of 1 Last

Effective Date: 07/01/2009 Effective Sequence: 0 ☐ This Asset is Offsite

Custodian:

EmpID:


Authorization

Status: Not Auth. Date:

Name:

javascript: submitAction_win0(document.win0,"#ICTabLScroll");

Start Basic Add - Windows I...

Step	Action
32.	Click the Show previous tabs button. 
33.	Click the Asset Acquisition Detail tab. <u>Asset Acquisition Detail</u>

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

Home Worklist MultiChannel Console Add to Favorites Sign out

Unit: 11000 Asset ID: NEXT Tag: TESTBASICAD In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: Wood, Desk

System Source:

Incentive ID:

Quantity: 1.0000

Amount: 10000.00 Currency: USD

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge Amount: 0.00

Total Amount: \$0.00

*Capitalize: To be Capitalized

Base Currency: USD

Vendor ID:

Vendor Name:

Interfaces Info:

Category:

Cost Type:

Acquisition Detail Charfields

Capitalization Information

Profile ID: 1148

Rate Type: CRRNT

Default Book: UNDER

Accum Depr in Current Pd

Trans Date: 07/01/2009

Acctg Date: 07/01/2009

Trans Code:

Capitalize

Amount left to Capitalize: 0.00 USD

Quantity left to Capitalize: 1.0000

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data | Attachments

Step	Action
34.	Click the Capitalize button. <div>Capitalize</div>
35.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> One Funding Source Go to step 36 on page 15 Split Funding Go to step 48 on page 18



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL:PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Use Tax: 0.00 [Acquisition Detail Chartfields](#)

Freight: 0.00

Misc Charge: 0.00

Amount:

Total Amount: \$5,643.00

*Capitalize: To be Capitalized

Capitalization Information

Profile ID: 1148 Default Book: UNDER Trans Date: 07/01/2009

Rate Type: CRRNT ☐ Accum Depr in Current Pd Acctg Date: 07/01/2009

Trans Code:

Amount left to Capitalize: 5,643.00 USD Quantity left to Capitalize: 1.0000

Asset & Cost Information

Book Name Quantity Cost Salvage

GAAP 1.0000 5,643.00 USD 0.00 USD

Category Cost Type Accum Depr YTD Depr

EQUIP ☐ USD

Oper Unit Fund Dept Program Class Project Subsys_PC_BU Subsys_Activ_ID Subsys_Anal_Typ

1

Save Add Update/Display Include History Correct History

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplemental Data](#) | [Attachments](#)

Step	Action
36.	<p><u>One Funding Source</u></p> <p>Operating Unit, Fund Code, and Department are required for assets over \$5,000 - other fields are optional.</p> <p>Multiple funding sources must be added after the asset is capitalized - that will be covered in a different section.</p>
37.	Enter the desired information into the Oper Unit field. Enter " 110 ".
38.	Enter the desired information into the Fund field. Enter " 001 ".
39.	Enter the desired information into the Dept field. Enter " 3000 ".
40.	Click the Save button.
41.	Click the General Information tab.

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Asset Information

Description: Wood, Desk Short Description: Desk

CAP #: Seq #: [Set R and D Info...](#)

☒ Taggable Asset Tag Number: TESTBASICAD

Asset Class: Asset Type: Equipment Region Code:

Asset Subtype: ☒ Capitalized Asset

*Asset Status: In Service ☒ New Asset

Acquisition Date: 07/01/2009 ☐ Available For Use

Placement Date: 07/01/2009 ☐ Composite Asset

Collateral Asset: Composite Asset ID:

*Acquisition Code: Purchased

FERC Code: [Fair Market Value Details](#)

Financing Code:

Replacement Cost: Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID:

Profile ID: 1148 [Book Page](#)

Save Add Update/Display Include History Convert History

javascript:submitAction_win0(document.win0,'AM_PARENT_WRK_POPUP_BOOK_PB');

Start Basic Add - Windows I...

Step	Action
42.	Click the Book Page link.
43.	Click the Yes button.
44.	The useful life of the asset should always be verified here. The useful life will default to a number based on the profile ID selected. This number is listed in months so if the life of the asset is 8 years you will enter 96 here.



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Book - Depreciation Book - Tax

Unit: 11000 Asset ID: 000000003180 Wood, Desk Tag: TESTBASICADD In Service

Trans Date: 03/03/2010 Accounting Date: 03/03/2010 Profile ID: 1148

Depreciation Attributes Find View All First 1 of 1 Last

*Book Name: GAAP Main Depreciation Book Base Currency: USD

Status: Depreciable Total Cost: 5,643.00

In Service Date: 07/01/2009 ☐ Depreciate When In Service

Begin Depr Date: Adjust Conv: Actual Month

Convention: Actual Month Retire Conv: Actual Month

*Method: Straight Line Calculation Type: Remaining Value

Percent: Limit Pct: Low Limit: ☐ Monthly

Useful Life: 9 DB Pct: UOP ID: ☐ Low Value

Schedule: Method ID: ☐ Depr Pass Life


End Date: Future Depr Yrs: *Avg Option: None

☐ Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit:

Done

Start Basic Add - Windows I...

Step	Action
45.	Enter the desired information into the Useful Life field. Enter "96".
46.	Click the Save button. 
47.	This topic showed how to Add an Asset Using Basic Add. End of Procedure. Remaining steps apply to other paths.

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Incentive ID: Quantity: Amount: Currency: Sales Tax: Use Tax: Freight: Misc Charge: Total Amount: *Capitalize:

Vendor Name: Category: Cost Type:

Interfaces Info... Acquisition Detail Chartfields

Capitalization Information

Profile ID: Rate Type: Default Book: Trans Date: Acctg Date: Trans Code: Accum Depr in Current Pd: ☐

Amount left to Capitalize: 10,000.00 USD Quantity left to Capitalize: 1.0000


Asset & Cost Information

Book Name: Quantity: Cost: Salvage: Category: Cost Type: Accum Depr: YTD Depr: USD

Oper Unit: Fund: Dept: Program: Class: Project: Subsys_PC_BU: Subsys_Activ_ID: Subsys_Anal_Typ:



javascript:submitAction_win0(document.win0,'\$ICField77\$new0\$0\$0\$);

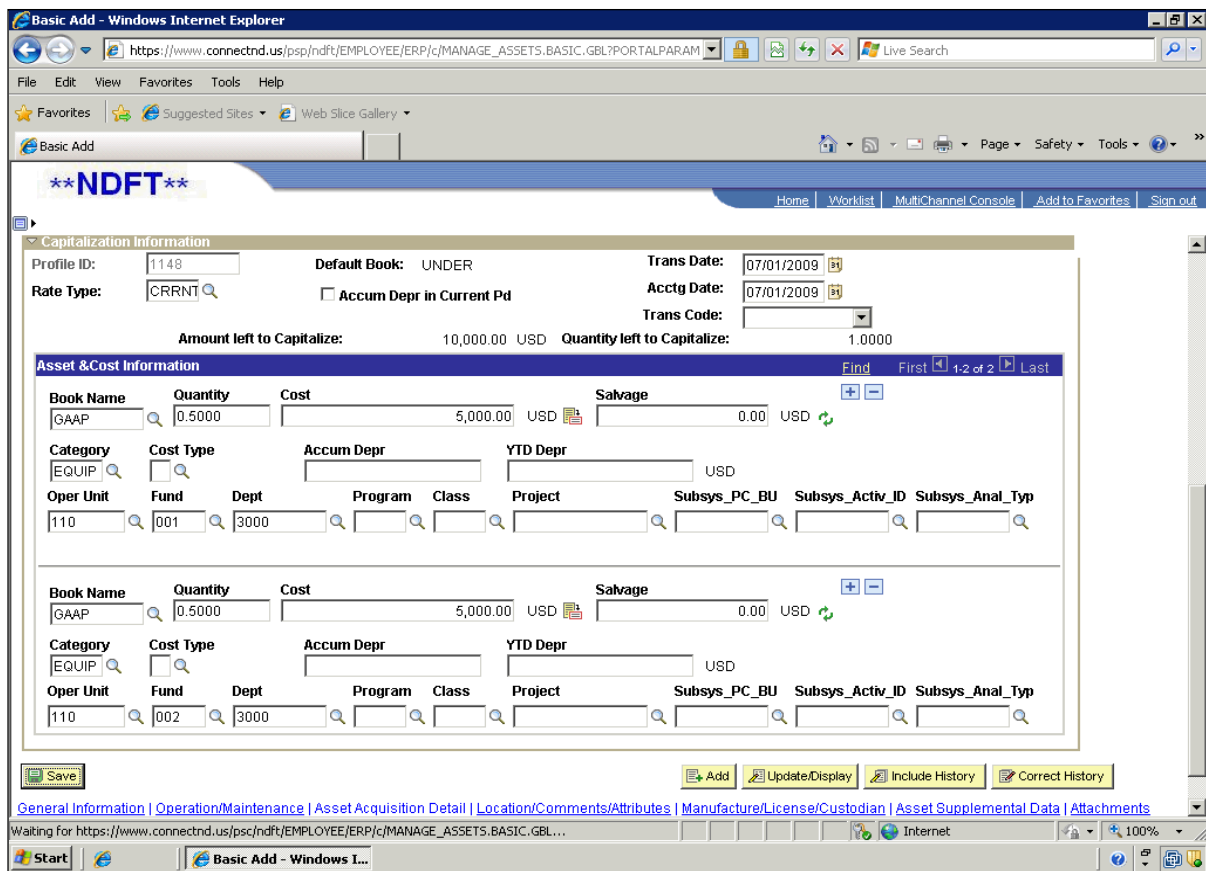
Basic Add - Windows I...



Step	Action
48.	<u>Split Funding</u> Click the Add a new row at row 1 button. 
49.	Enter the desired information into the Quantity field. Enter ".50" .
50.	Enter the desired information into the Cost field. Enter "5000.00" .
51.	Operating Unit, Fund and Department are required for assets over \$5,000 - other fields are optional.
52.	Enter the desired information into the Oper Unit field. Enter "110" .
53.	Enter the desired information into the Fund field. Enter "001" .
54.	Enter the desired information into the Dept field. Enter "3000" .
55.	Enter the desired information into the Book Name field. Enter "Gaap" .
56.	Enter the desired information into the Quantity field. Enter ".50" .
57.	Enter the desired information into the Cost field. Enter "5000.00" .



Training Guide Module 6 - Assets

Step	Action
58.	Click the Look up Category (Alt+5) button. 
59.	Click the EQUIP link. 
60.	Enter the desired information into the Oper Unit field. Enter " 110 ".
61.	Enter the desired information into the Fund field. Enter " 002 ".
62.	Enter the desired information into the Dept field. Enter " 3000 ".



Step	Action
63.	Click the Save button. 
64.	Click the General Information tab. 

Basic Add - Windows Internet Explorer

Address: https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

****NDFt****

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Asset Information

Description: Wood, Desk Short Description: Desk

CAP #: Seq #: [Set R and D Info...](#)

☒ Taggable Asset Tag Number: TESTBASICADD

Asset Class: Asset Type: Equipment Region Code: ☒ Capitalized Asset

Asset Subtype: ☒ New Asset

*Asset Status: In Service ☐ Available For Use

Acquisition Date: 07/01/2009 ☐ Composite Asset

Placement Date: 07/01/2009 Composite Asset ID: [Fair Market Value Details](#)

Collateral Asset: Acquisition Code: Purchased Financing Code: [Book Page](#)

FERC Code: Replacement Cost: Last Update: [Fair Market Value Details](#)

Index Name: SubIndex Name: Parent/Child: None Parent ID: Profile ID: 1148

Buttons: Save, Add, Initiate Display, Include History, Connect History

JavaScript: javascript:submitAction_win0(document.win0,'AM_PARENT_WRK_POPUP_BOOK_PB');

Start | Basic Add - Windows I...

Step	Action
65.	Click the Book Page link.
66.	Click the Yes button.
67.	The useful life of the asset should always be verified here. The useful life will default to a number based on the profile ID selected. This number is listed in months so if the life of the asset is 8 years you will enter 96 here.



Training Guide Module 6 - Assets

Basic Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.BASIC.GBL?PORTALPARAM

File Edit View Favorites Tools Help

Basic Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Book - Depreciation Book - Tax

Unit: 11000 Asset ID: 000000003180 Wood, Desk Tag: TESTBASICADD In Service

Trans Date: 03/03/2010 Accounting Date: 03/03/2010 Profile ID: 1148

Depreciation Attributes Find View All First 1 of 1 Last

*Book Name: GAAP Main Depreciation Book Base Currency: USD

Status: Depreciable Total Cost: 5,643.00

In Service Date: 07/01/2009 ☐ Depreciate When In Service

Begin Depr Date: Adjust Conv: Actual Month

Convention: Actual Month Retire Conv: Actual Month

*Method: Straight Line Calculation Type: Remaining Value

Percent: Limit Pct: Low Limit: ☐ Monthly


Useful Life: 9 DB Pct: UOP ID: ☐ Low Value

Schedule: Method ID: ☐ Depr Pass Life

End Date: Future Depr Yrs: *Avg Option: None

☐ Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit:

Step	Action
68.	Enter the desired information into the Useful Life field. Enter "96".
69.	Click the Save button. 
70.	This topic showed how to Add an Asset Using Basic Add. End of Procedure.

ST 6.1.2 - Adding an Asset Using Express Add

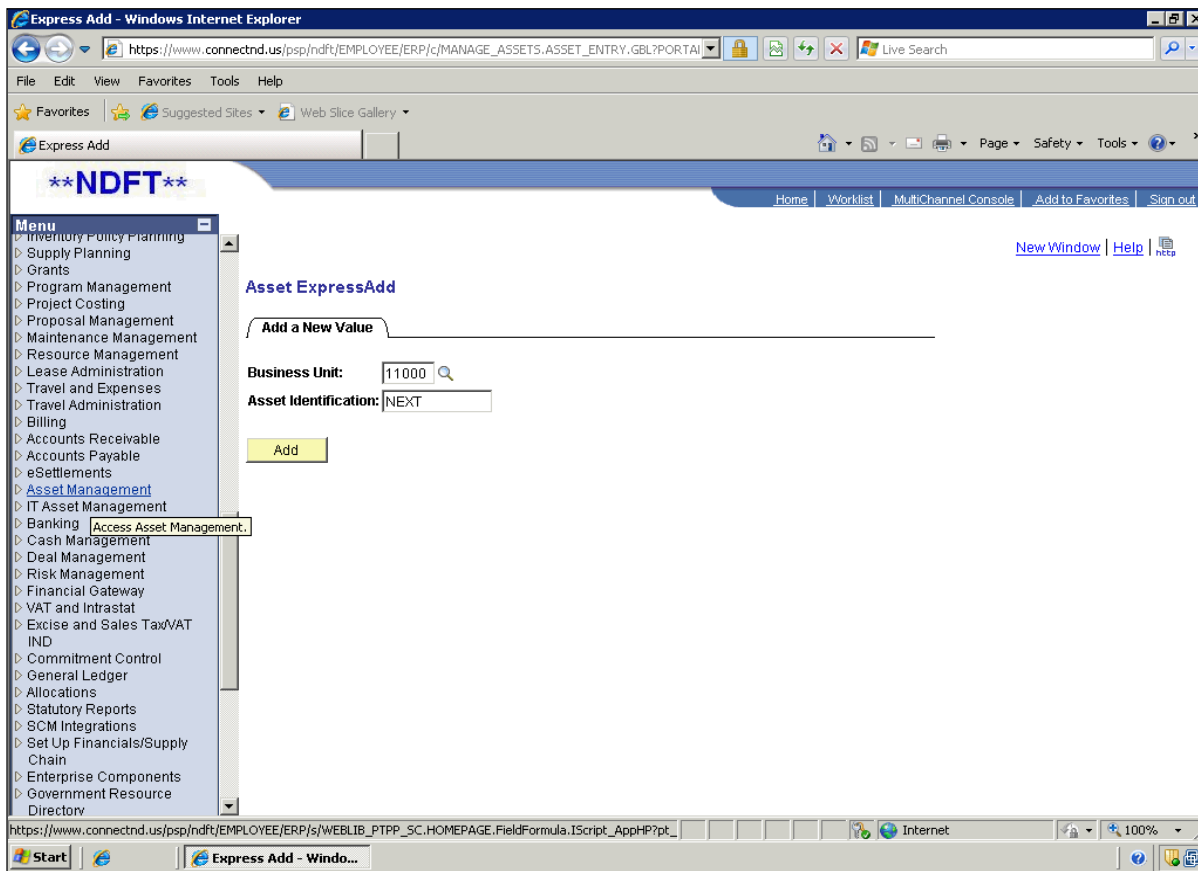
Adding an Asset Using Express Add


Navigation: Asset Management > Asset Transactions > Owned Assets > Express Add

When using Express Add, assets are added and capitalized upon saving with minimal effort. Additional details can be added later utilizing Basic Information.

Procedure

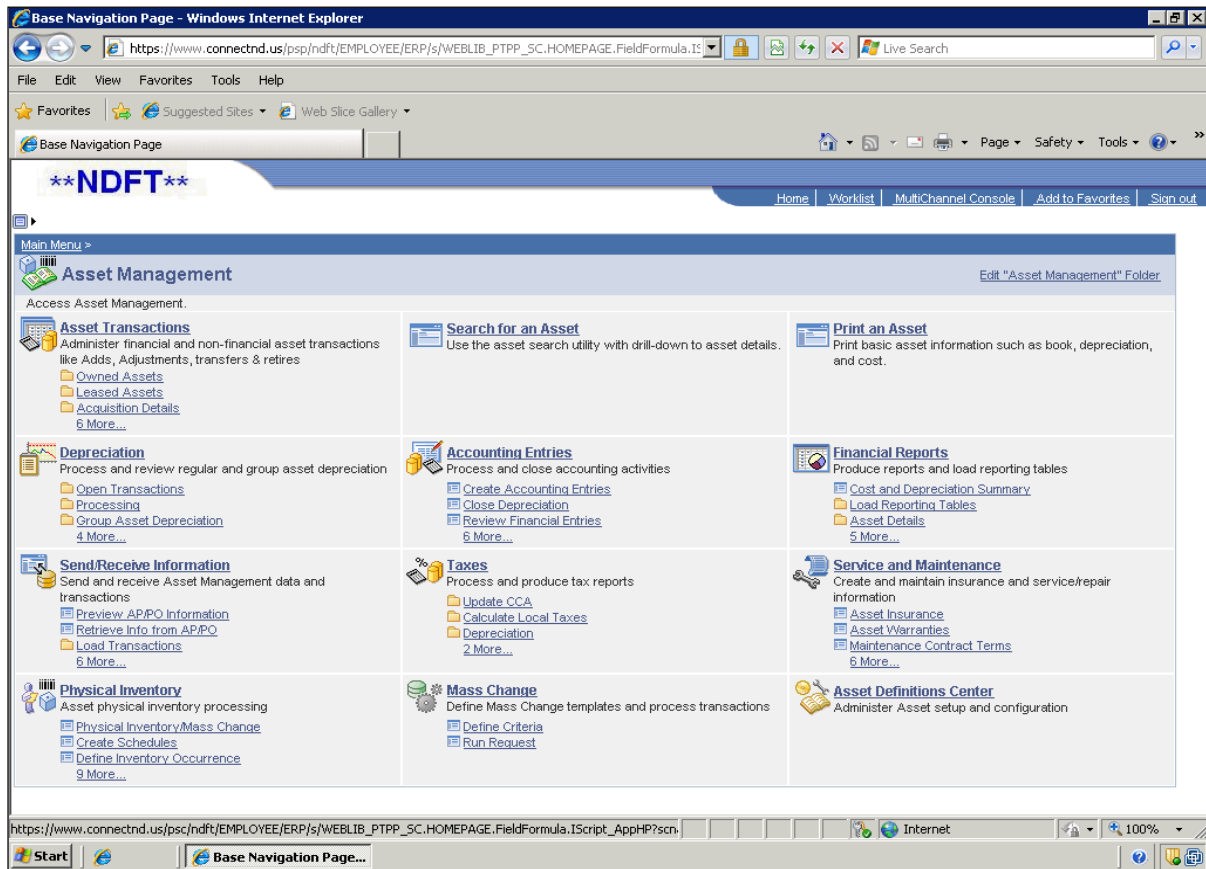
This topic shows how to Add an Asset Using Express Add.



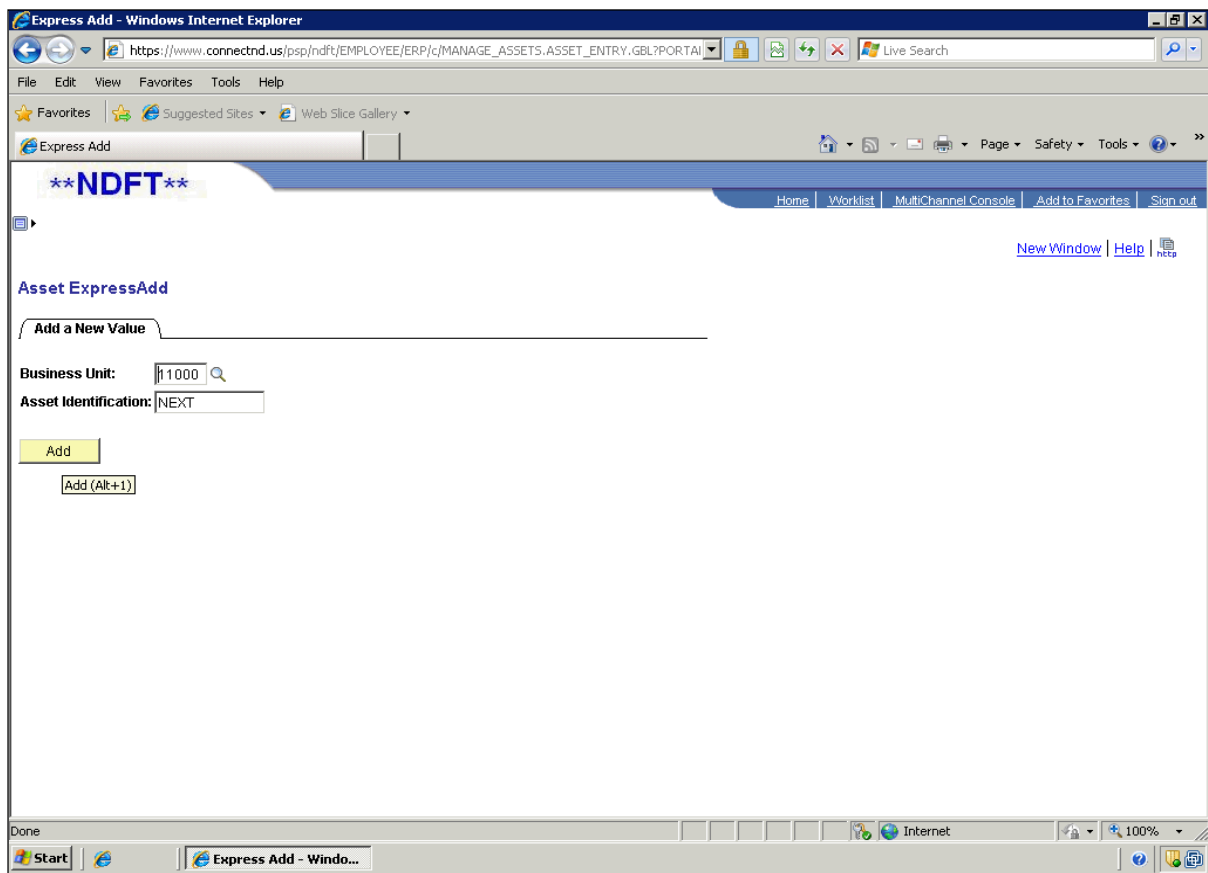
Step	Action
1.	Click the Asset Management link. 




Training Guide Module 6 - Assets



Step	Action
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Express Add link. Express Add



Step	Action
4.	Click the Add button. 



Training Guide Module 6 - Assets

Express Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.ASSET_ENTRY.GBL?PORTAL=...

File Edit View Favorites Tools Help

Express Add

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Cost / Asset Information

Asset Information

Unit: 11000 Asset ID: NEXT

Profile ID: [Look up Profile ID \(Alt+S\)](#)

Description:

Location:

Tag Number:

☐ Accum Depr in Current Pd

Trans Date: 02/18/2010

Acctg Date: 02/18/2010

Trans Code:

Currency: USD

Rate Type: CRRNT

Asset Cost Information

Book Name: UNDER Quantity: 1.0000 Cost: 0.00 USD Salvage: 0.00 USD

Category: Cost Type: Accum Depr: 0.00 YTD Depr: 0.00 USD Default Profile


Oper Unit: Fund: Dept: Program: Class: Project: Subsys_PC_BU: Subsys_Activ_ID: Subsys_Anal_Typ:





Asset Additional Information

Save Notify Add

javascript:submitAction_win0(document.win0,'ASSET_PROFILE_ID\$prompt');

Start Express Add - Windo...

Step	Action
5.	Click the Look up Profile ID (Alt+S) button. 
6.	Choose the appropriate Profile ID. Profile ID - Identifies a profile set up in the Asset Profile table. The current asset will default to all financial and tax depreciation information defined in that profile. Any of these defaults may be overridden. For assets under \$5,000, use a profile that begins with the letter "U". For assets \$5,000 and over, use a profile with just the four-digit number. Click the Desk, wood link. Desk, wood
7.	Enter the desired information into the Description field. Enter "Wood Desk" .

Step	Action
8.	<p>Location - Usually identifies where the asset will be used. Only valid locations already set up in the Locations table are accepted.</p> <p>Click the Look up Location (Alt+5) button.</p> 
9.	<p>Click the 110000 link.</p> 
10.	Enter the desired information into the Tag Number field. Enter " TestExpAdd1 ".
11.	<p>Click the Accum Depr in Current Pd option.</p> 
12.	Enter the desired information into the Trans Date field. Enter " 07/01/2009 ".
13.	Enter the desired information into the Acctg Date field. Enter " 07/01/2009 ".
14.	<p>Book Name - The book the asset is being added to. The State of North Dakota uses the book "GAAP" for those assets equal to or over \$5,000 and "UNDER" for those assets whose cost is less than \$5,000. This is generally filled in by the system when the Default Profile button is checked.</p> <p>Enter the desired information into the Book Name field. Enter "GAAP".</p>
15.	<p>For a funding split, where a single asset is funded by multiple sources, first fill in the Asset Cost Information box with the asset's full amount in the Amount field, press Default Profile then click the + in the Asset Cost Information box to add another grouping of acquisition details. Here the funding can be split by entering in a separate fund code in each Asset Cost Information box, as well as the amount each funding source contributed. Be sure to fill in the Book Name and Category with the same values as the first set.</p>
16.	Enter the desired information into the Cost field. Enter " 5832.00 ".
17.	<p>Click the Default Profile button.</p> 



Training Guide Module 6 - Assets

Step	Action
18.	<p>Category - Describes the general type of asset. Defined by the Profile. Must be previously established. This is generally filled in by the system when the Default Profile button is checked.</p> <p>Accum Depr - The amount of depreciation already recognized. If you are adding assets that have depreciation from prior years, enter that amount in this field.</p> <p>YTD Depr - (Year to Date Depreciation) If any portion of the accumulated depreciation amount applies to the current fiscal year, enter the amount of that portion. this is generally not used.</p> <p>* Oper Unit - Used to designate the appropriation. Charged when the asset was purchased. _</p> <p>*Fund Code - The fund(s) that was charged when the asset was purchased. The fund is 3 digits, unless the asset was purchased with federal funds, in which case the fund is 5-digit grant number.</p> <p>*Dept - Used to designate the reporting level charged when asset was purchased.</p> <p><u>* Required field for assets in GAAP book.</u></p>
19.	Enter the desired information into the Oper Unit field. Enter " 110 ".
20.	Enter the desired information into the Fund field. Enter " 001 ".

Express Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.ASSET_ENTRY.GBL?PORTAL

File Edit View Favorites Tools Help

Express Add

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Cost / Asset Information Depreciation Information Tax Information

Asset Information

Unit: 11000 Asset ID: NEXT

Profile ID: 1148

Description: Wood Desk

Location: 110000 OMB-Central

Tag Number: TESTEXPADD

Trans Date: 07/01/2009

Acctg Date: 07/01/2009

Trans Code:

Currency: USD

Rate Type: CRRNT

☒ Accum Depr in Current Pd

Asset Cost Information Find | View All First 1 of 1 Last

Book Name Quantity Cost Salvage

GAAP 1.0000 5,832.00 USD 0.00 USD

Category Cost Type Accum Depr YTD Depr

EQUIP 0.00 0.00 USD

Oper Unit Fund Dept Program Class Project Subsys_PC_BU Subsys_Activ_ID Subsys_Anal_Type

110 001 3



Asset Additional Information

Asset Type: Furniture

Asset Subtype:

CAP #: Seq #:

Set R and D Info...

Step	Action
21.	Enter the desired information into the Dept field. Enter " 3000 ".
22.	Click the Save button. 
23.	Click the Depreciation Information tab. 



Training Guide Module 6 - Assets

Express Add - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.ASSET_ENTRY.GBL?PORTAL

File Edit View Favorites Tools Help

Express Add

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Cost / Asset Information Depreciation Information Tax Information

Unit: 11000 Asset ID: 000000003132 Tag: TESTEXPADD In Service

Depreciation Attributes Find | View All First 1 of 1 Last

*Book Name: GAAP Main Depreciation Book Currency: USD

Status: Depreciate

In Service Date: 07/01/2009 ☐ Depreciate When In Service Adjust Conv: AM Actual Month

Convention: AM Actual Month Retire Conv: AM Actual Month

*Method: Straight Line Calculation Type: Remaining Value

Percent: Limit Pct: Low Limit: ☐ Monthly

Useful Life: 96 DB Pct: UOP ID: ☐ Low Value

Schedule: Method ID: ☐ Depr Pass Life

End Date: Future Depr Yrs: *Avg Option: None


Life in Years: 8.0 ☐ Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit:

Salvage %:

Multi-Shift Code:

Start Express Add - Windo... Internet 100%

Step	Action
24.	<p>Useful life is measured in months. If the life of the asset is 8 years you will enter 96 months.</p> <p>Enter the desired information into the Useful Life field. Enter "96".</p>
25.	<p>Click the Save button.</p> 
26.	<p>This topic showed how to Add an Asset Using Express Add.</p> <p>End of Procedure.</p>

ST 6.1.3 - Copying an Asset

Copying an Asset

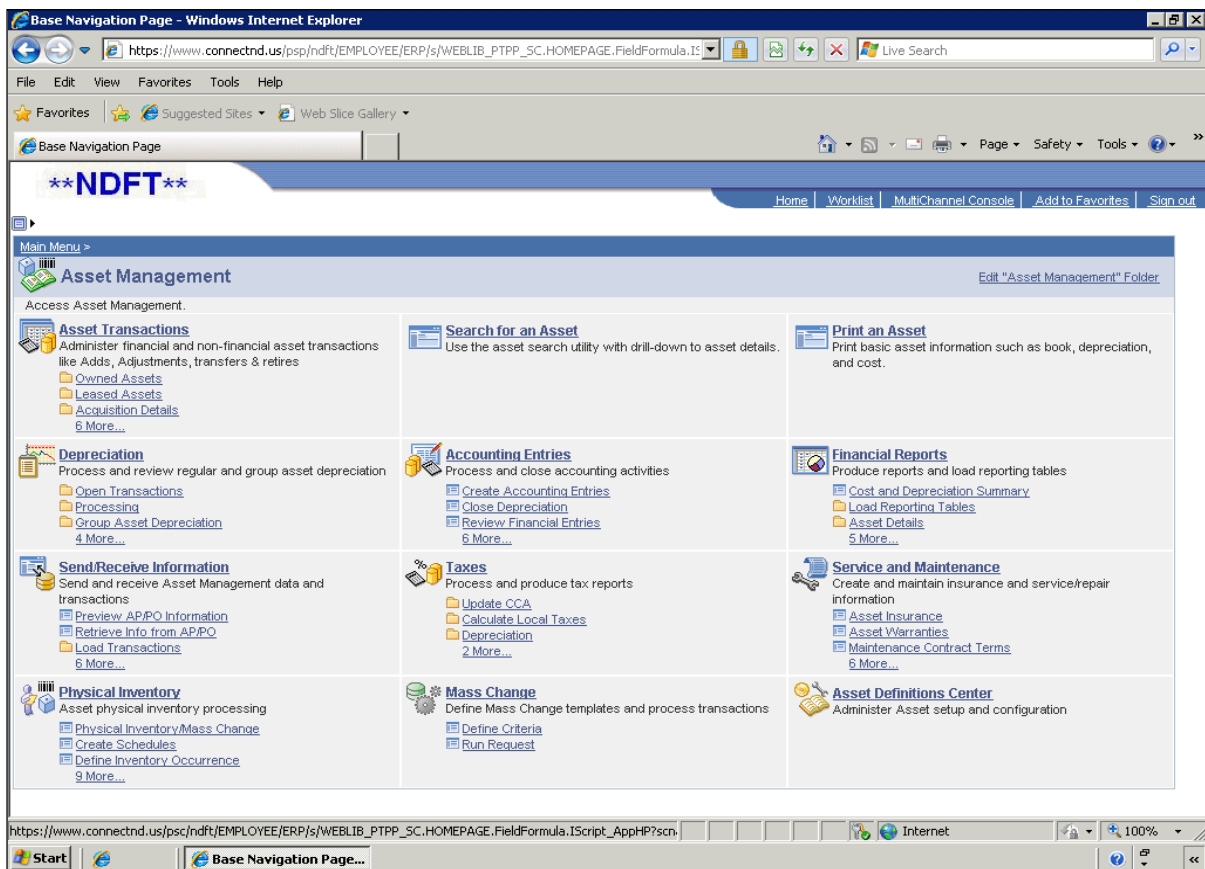
Navigation: [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Copy Existing Asset](#)

You can copy an existing asset if its financial and physical information is similar to the new asset you want to create.

Procedure

This topic shows how to Copy an Asset.

Step	Action
1.	Click the Asset Management link. ▶ Asset Management





Training Guide Module 6 - Assets

Step	Action
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Owned Assets link. Owned Assets
4.	Click the Copy Existing Asset link. Copy Existing Asset

Copy Existing Asset - Windows Internet Explorer

Address: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/|MANAGE_ASSETS.COPY_ASSET.GBL?PORTAL...

File Edit View Favorites Tools Help

Copy Existing Asset

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Copy Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 11000

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	Enter the Asset ID or Tag Number to be copied and then click Search. Enter the desired information into the Tag Number field. Enter " Test ".

Create Asset Copies

Business Unit: 11000
 Original Asset ID: 000000003180 Wood, Desk
 Acquisition Date: 03/04/2010
 Currency: USD
 Trans Date: 03/04/2010
 Acctg Date: 03/04/2010
 Trans Code:
 Rate Type: CRRNT
 Num of Asset Copies to create: 1 **Create Assets**

Asset Copy Options

☒ Asset Acquisition Info ☒ Asset Comments ☒ Asset License/Register Info ☐ Asset Non Capitalized Cost
☒ Asset Attributes Info ☒ Asset Lease Info ☒ Asset Maintenance Info ☒ Asset Warranty Info
☐ Asset Insurance Info ☐ Asset Inspection Info ☒ Asset Attribute Groups Info

Asset

*Asset ID: NEXT Description: Financial Parent ID:
☒ Taggable Asset Tag Number: Physical Component of:
 Serial ID:

Book



Book: GAAP Main Depreciation Book Base Currency: USD
 Cost
 Quantity Cost Salvage Value Category CT

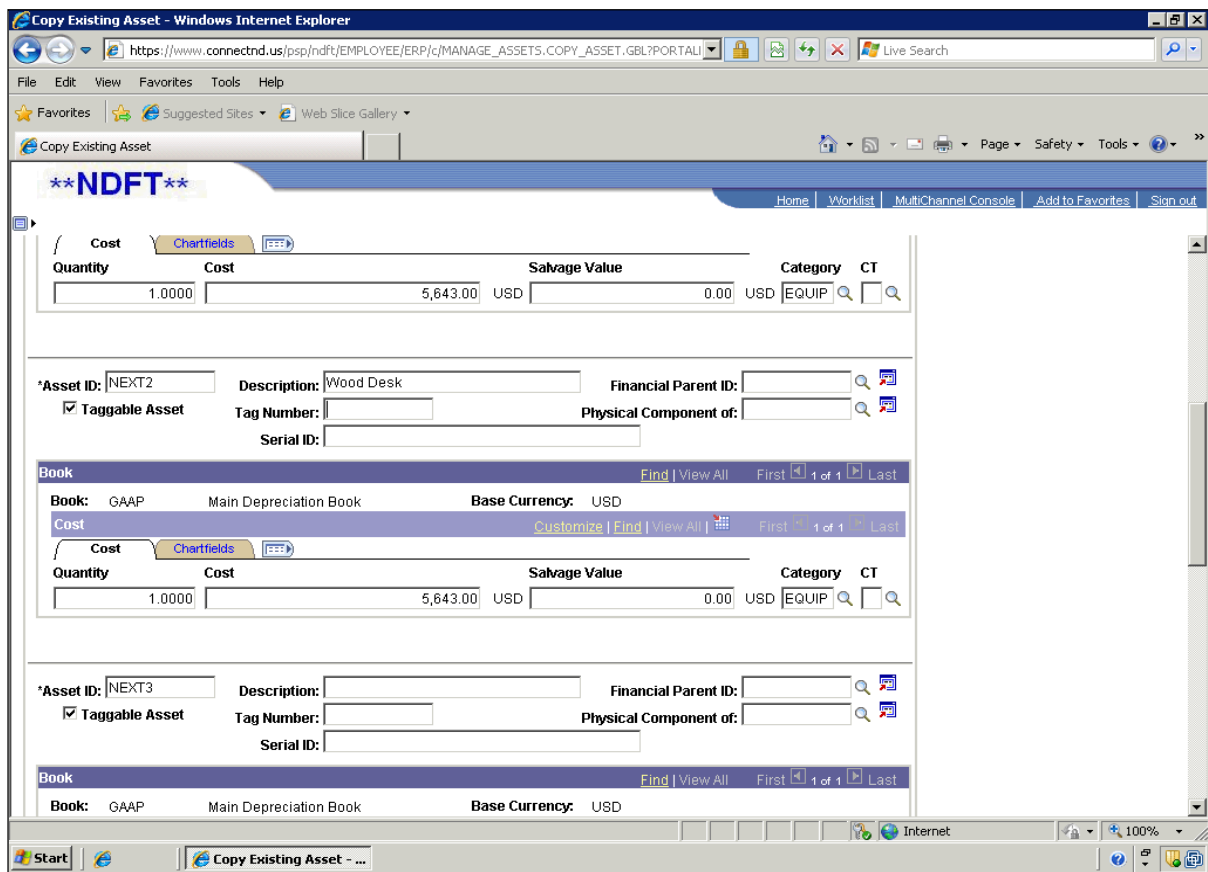
Step	Action
6.	<p>Trans Date - Typically represents the date the asset was actually acquired.</p> <p>Enter the desired information into the Trans Date field. Enter "07/01/2009".</p>
7.	<p>Acctg Date - Represents the date this transaction is posted to the general ledger. The accounting date will be validated against the general ledger open periods to determine the posting period.</p> <p>Enter the desired information into the Acctg Date field. Enter "07/01/2009".</p>
8.	<p>Acquisition Date - Date the asset was acquired. This will default from Transaction Date if left blank.</p> <p>Enter the desired information into the Acquisition Date field. Enter "07/01/2009".</p>



Training Guide Module 6 - Assets

Step	Action
9.	Enter the desired information into the Num of Asset Copies to create field. Enter "5". Click the Create Assets button.

Step	Action
10.	Click the Create Assets button. 
11.	Asset ID - Defaults in as NEXT. <u>Do not change this information.</u> 
12.	Enter the desired information into the Tag Number field. Enter "TestCopy1".
13.	Enter the desired information into the Description field. Enter "Wood Desk".
14.	Enter the desired information into the Description field. Enter "Wood Desk".



Step	Action
15.	Enter the desired information into the Tag Number field. Enter " TestCopy2 ".
16.	Enter the desired information into the Description field. Enter " Wood Desk ".
17.	Enter the desired information into the Tag Number field. Enter " Test Copy3 ".
18.	Enter the desired information into the Cost field. Enter " 5700.00 ".
19.	Enter the desired information into the Cost field. Enter " 5800.00 ".
20.	Enter the desired information into the Description field. Enter " wood desk ".
21.	Enter the desired information into the Tag Number field. Enter " TestCopy4 ".
22.	Click the Chartfields tab. Chartfields



Training Guide Module 6 - Assets

Copy Existing Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COPY_ASSET.GBL?PORTAL=

File Edit View Favorites Tools Help

Copy Existing Asset

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

1.0000 5,700.00 USD 0.00 USD EQUIP

*Asset ID: NEXT3 Description: Wood Desk Financial Parent ID: Taggable Asset Tag Number: TESTCOPY3 Physical Component of: Serial ID:

Book Find View All First 1 of 1 Last

Book: GAAP Main Depreciation Book Base Currency: USD

Cost Customize Find View All First 1 of 1 Last

Oper Unit Fund Dept Program Class Project Subsys_PC_BU Subsys_Activ_ID Subsys_Anal_Typ

110 001 3000

*Asset ID: NEXT4 Description: wood desk Financial Parent ID: Taggable Asset Tag Number: TESTCOPY4 Physical Component of: Serial ID:

Book Find View All First 1 of 1 Last


Book: GAAP Main Depreciation Book Base Currency: USD

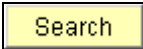
Cost Customize Find View All First 1 of 1 Last

javascript:submitAction_win0(document.win0,'COST_TRANS_VW1\$tab0\$2');

Start Copy Existing Asset - ...

Step	Action
23.	<p>Oper Unit, Fund, and Dept are required for assets > \$5,000.00. When copying an asset this will stay the same as the original asset. Alter if necessary.</p> <p>Click the Cost tab.</p> <p>Cost</p>
24.	<p>You can verify and/or change any necessary information in the new assets.</p> <p>Enter the desired information into the Cost field. Enter "6000.00".</p>
25.	<p>Enter the desired information into the Description field. Enter "Wood Desk".</p>
26.	<p>Enter the desired information into the Tag Number field. Enter "TestCopy5".</p>
27.	<p>Click the Save button.</p> <p>Save</p>

Step	Action
28.	Click the Return to Search button. 

Step	Action
29.	Enter the desired information into the Tag Number field. Enter " Test ".
30.	Click the Search button. 
31.	After the copied assets have been saved you can ensure the assets have been created by exiting to this menu and searching for the assets. They should now be available.
32.	This topic showed how to Copy an Asset. End of Procedure.



ST 6.1.4 - Searching for an Asset

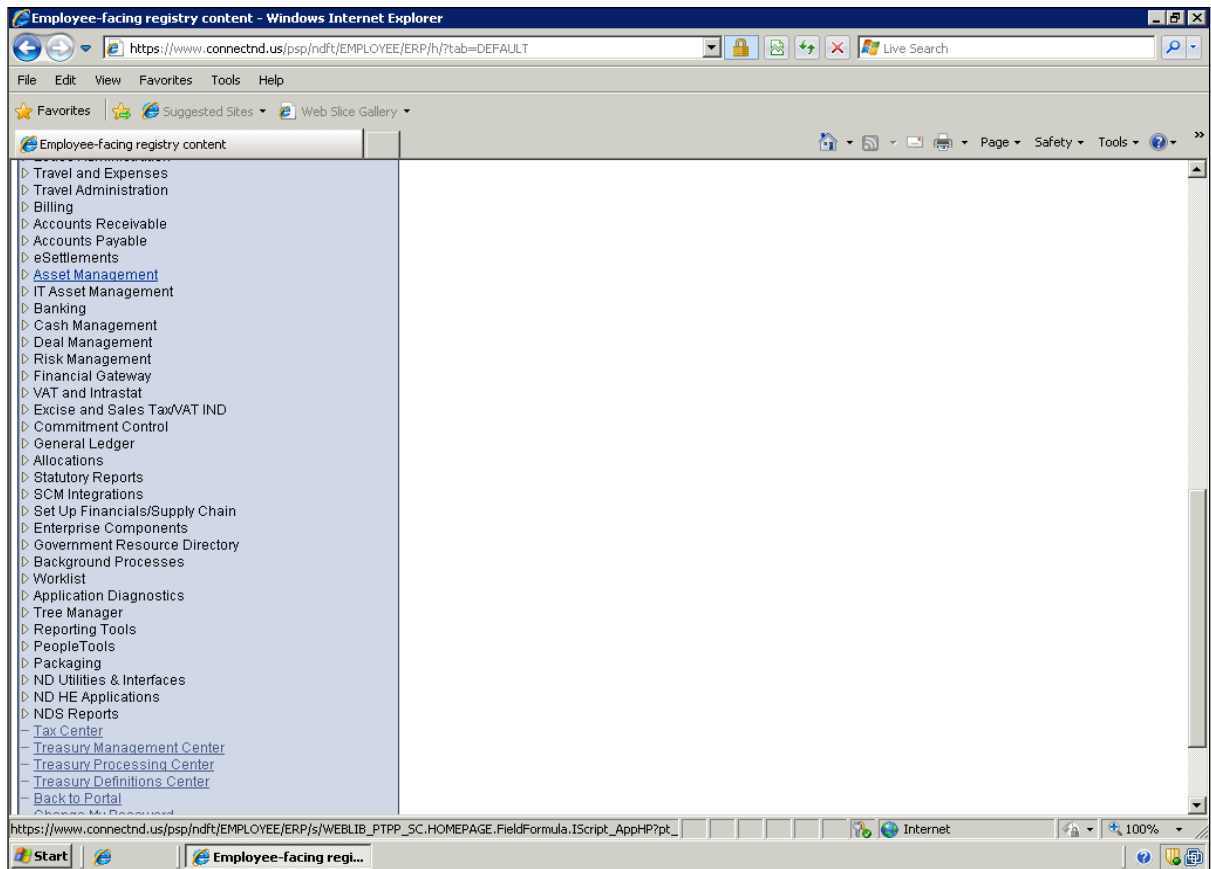
Searching for an Asset

Navigation: [Asset Management > Search for an Asset](#)

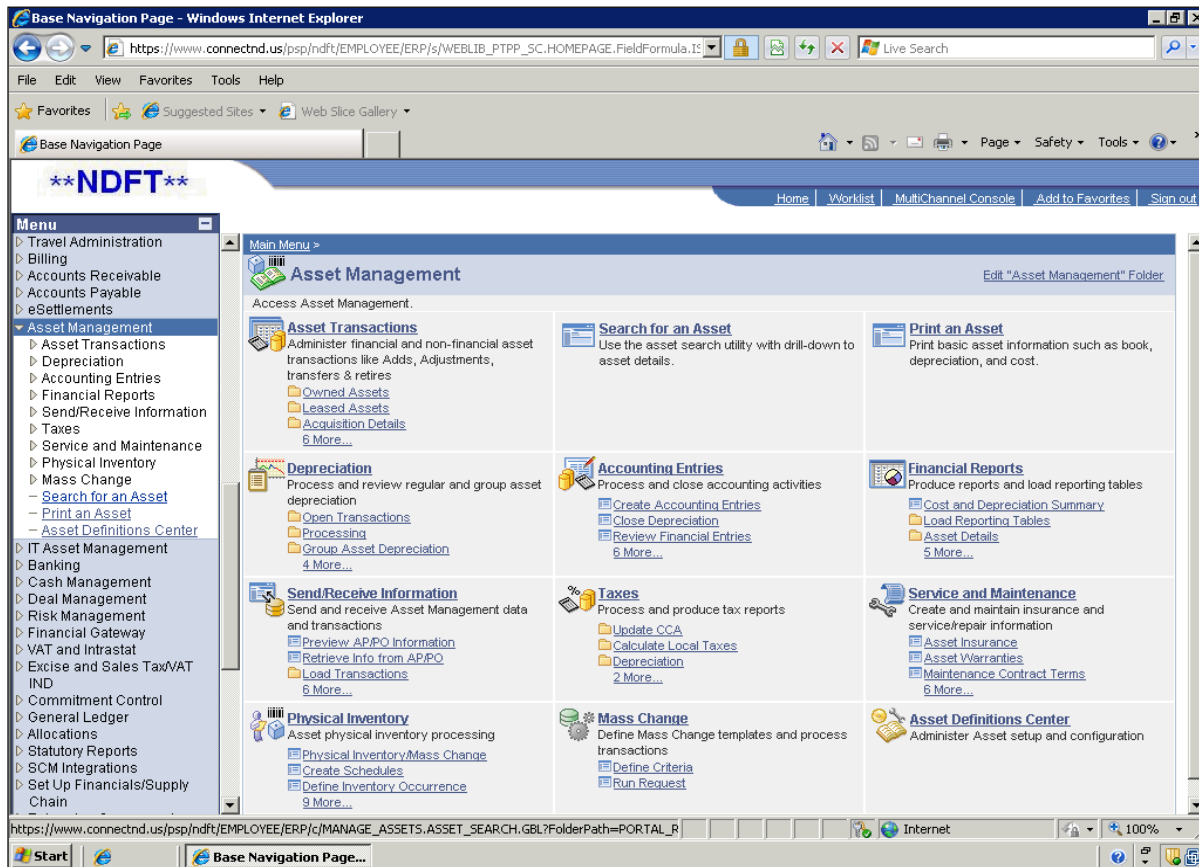
Asset Management provides a search utility that enables you to search for an asset using multiple search criteria. After you find the asset, you can review detailed information for the asset under different Asset Management components.

Procedure

This topic shows how to Search for an Asset.



Step	Action
1.	Click the Asset Management link. ▶ Asset Management



Step	Action
2.	Click the Search for an Asset link. Search for an Asset



Training Guide Module 6 - Assets

Search for an Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.ASSET_SEARCH.GBL?Folder=

File Edit View Favorites Tools Help

Search for an Asset

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Search for an Asset

Asset Search Criteria

Unit: 11000 Book: Parent ID: Category: Location: Area ID: Asset ID: Asset Status: In Service Tag Number: Profile ID: Group ID: Serial ID: Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No.: Receipt No.: Voucher: Project ID:

Retrieve





☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset ☐ Custodian ☐ Lease [Hint](#)

Search Clear

Notify

Done

Start Search for an Asset - ... Internet 100%

Step	Action
3.	Enter the desired information into the Book field. Enter "gaap".
4.	Click the Category button. 
5.	Choose the Category of asset you are looking for. Click the INFRA link. 
6.	Click the Search button. 
7.	Click the View All link. 
8.	This topic showed how to Search for an Asset. End of Procedure.



ST Lesson 6.2 - Adjusting and Transferring Assets

Adjusting and Transferring Assets

Adjusting Cost and Quantity

Asset Management allows you to adjust cost and/or quantity using several options:

- By change in net cost or net quantity
- By change in percentage of net cost
- By net cost per row
- By new quantity per row
- By cost change per row

Pending Trans Update/Delete

Asset Management allows you to update or delete assets that have not gone through the depreciation calculation process (recently added).

This provides an opportunity for data validation and correction prior to processing.

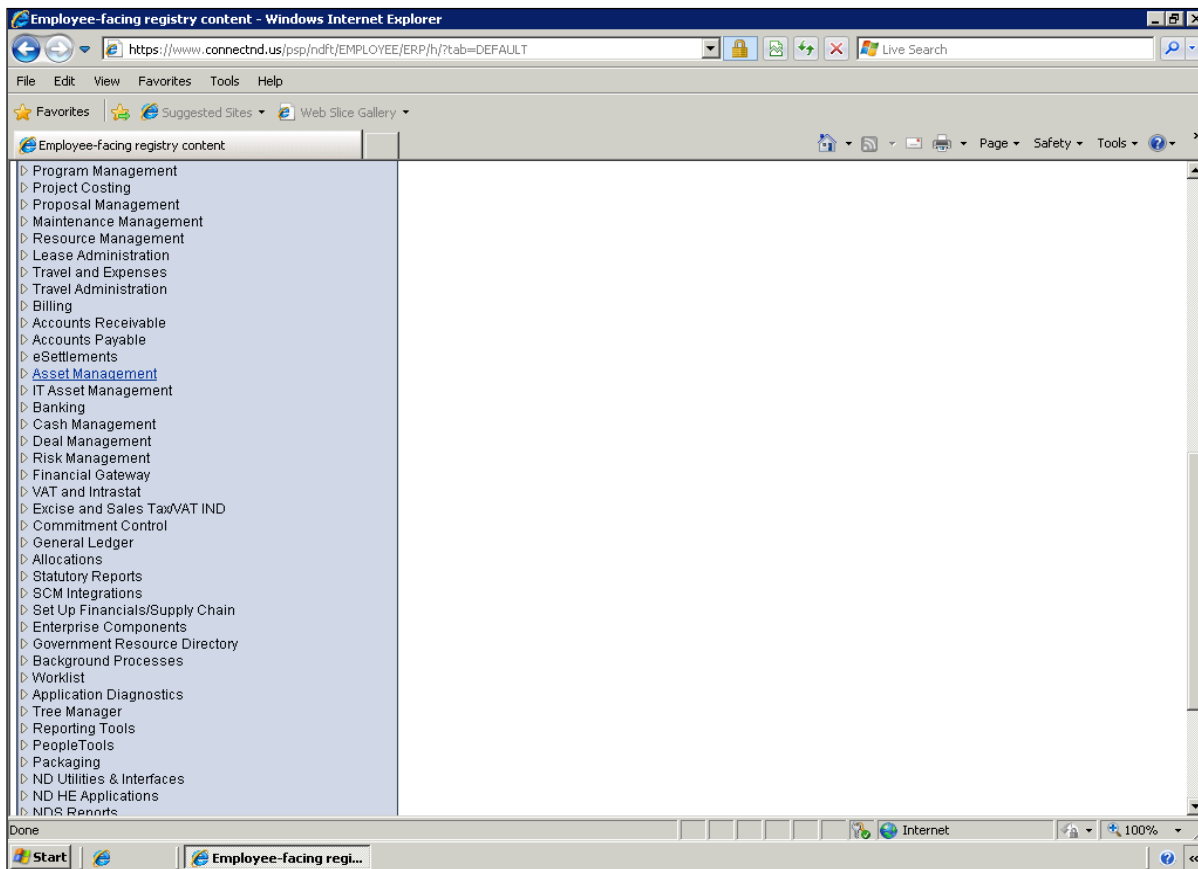
ST 6.2.1 - Adjusting Asset Information

Adjusting Asset Information

Navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Procedure

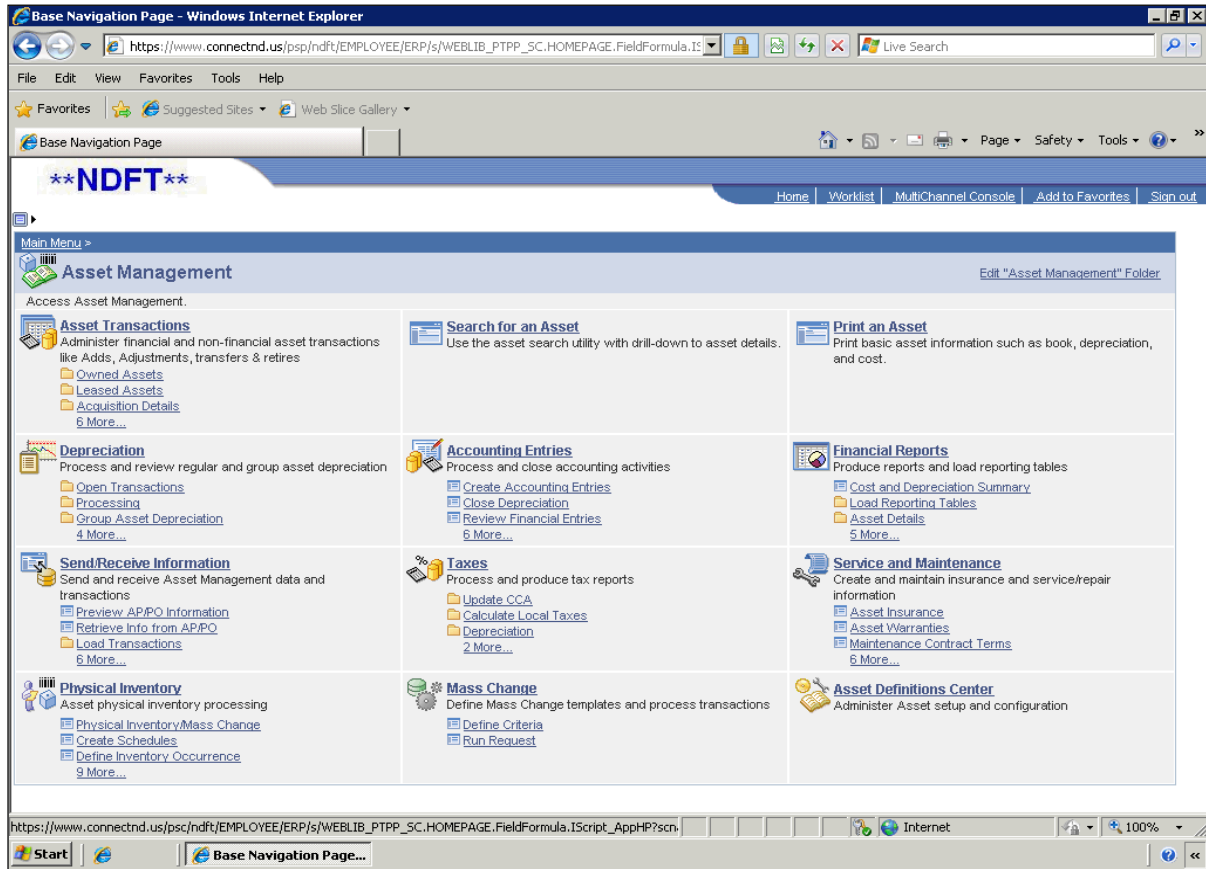
This topic shows how to Adjust Asset Information through the Cost Adjust/Transfer option.



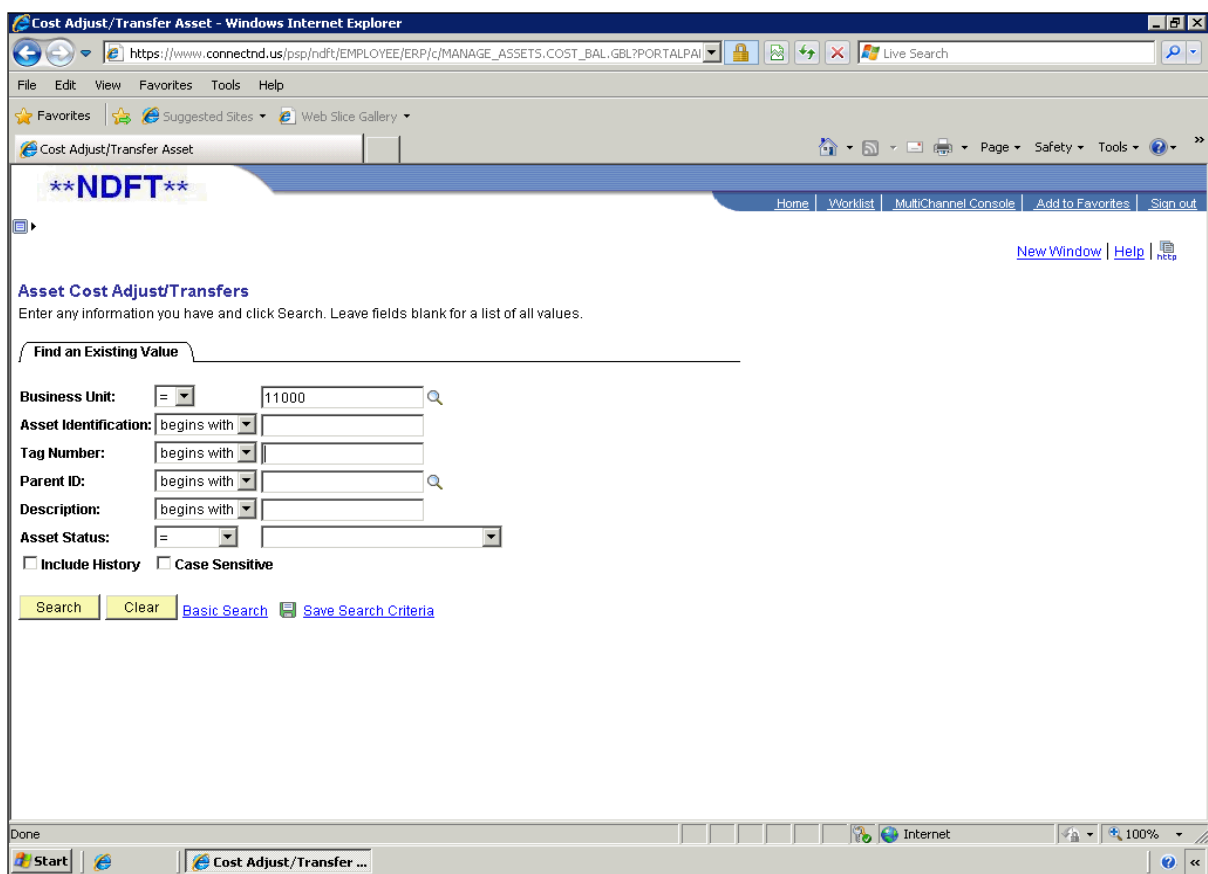
Step	Action
1.	Click the Asset Management link. ▶ Asset Management





Training Guide Module 6 - Assets



Step	Action
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Financial Transactions link. Financial Transactions
4.	Click the Cost Adjust/Transfer Asset link. Cost Adjust/Transfer Asset



Step	Action
5.	Enter the desired information into the Tag Number field. Enter " Test ".
6.	Click the Search button. 
7.	Click the TESTCOPY2 link. 
8.	Transaction Code - is optional. Rate Type, Copy Changes to Other Books, and Adjust other books by should be left with their default values. Select Action of "Adjustment" and click Go.



Training Guide Module 6 - Assets

Cost Adjust/Transfer Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_BAL.GBL?PORTALPAI

File Edit View Favorites Tools Help

Cost Adjust/Transfer Asset

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Main Transaction

Unit: 11000 Asset ID: 000000003182 Wood Desk Tag: TESTCOPY2 In Service

Transaction Date: 03/11/2010

Accounting Date: 03/11/2010

Transaction Code:

Rate Type: CRRNT

☒ Copy Changes to Other Books

Copy to Other Books Options


Transfer Other Books by: Amount

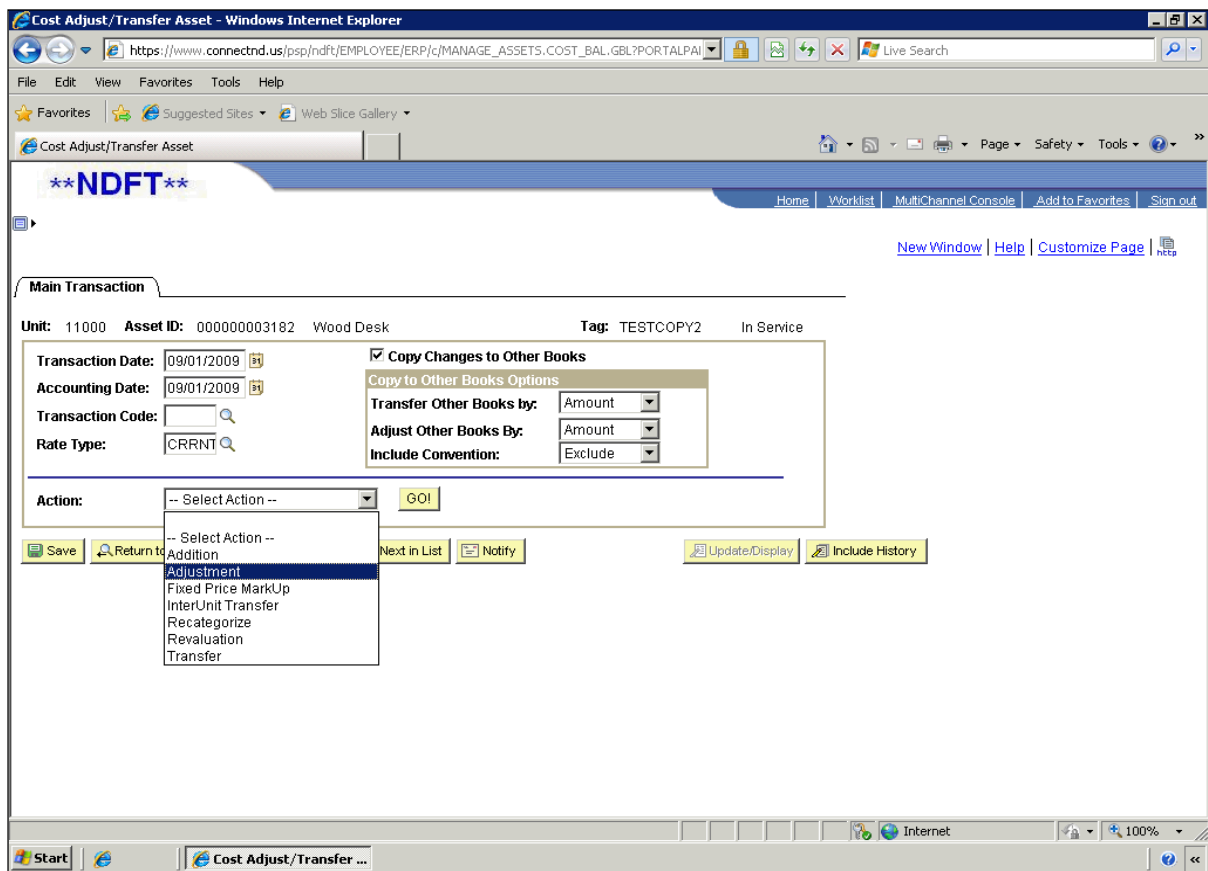
Adjust Other Books By: Amount

Include Convention: Exclude

Action: -- Select Action -- GO!

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Step	Action
9.	Enter the desired information into the Transaction Date field. Enter "09/01/2009".
10.	Enter the desired information into the Accounting Date field. Enter "09/01/2009".
11.	Click the Action list. 



Step	Action
12.	Click the Adjustment list item. Adjustment



Training Guide Module 6 - Assets

Cost Adjust/Transfer Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_BAL.GBL?PORTALPAI

File Edit View Favorites Tools Help

Cost Adjust/Transfer Asset

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Main Transaction

Unit: 11000 Asset ID: 00000003182 Wood Desk Tag: TESTCOPY2 In Service

Transaction Date: 09/01/2009
Accounting Date: 09/01/2009
Transaction Code:
Rate Type: CRRNT


☒ Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by: Amount
Adjust Other Books By: Amount
Include Convention: Exclude

Action: Adjustment GO!

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Step	Action
13.	Click the GO! button. 
14.	<p>Adjust All Rows By - Allows you to adjust multiple rows by the same value: Percent, Quantity, or Cost.</p> <p>Enter adjustment then click Apply to show the change reflected on all rows. Each individual row can then be edited before saving the adjustment.</p> <p>To adjust a single row, enter the adjusted value into the appropriate field: Quantity, Cost, or Salvage.</p> <p>Adjust Current Row By - Allows you to adjust the cost by entering the adjustment amount (positive or negative) and clicking Apply.</p> <p>Save the adjustment.</p>

Cost Adjust/Transfer Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndr/EMPLOYEE/ERP/c/MANAGE_ASSETS_COST_BAL_GBL?PORTALPAI

File Edit View Favorites Tools Help

Cost Adjust/Transfer Asset

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Main Transaction **Cost Information**

Unit: 11000 Asset ID: 000000003182 Wood Desk Tag: TESTCOPY2 In Service

[Change Location](#)

Book Find | View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Base Currency: USD Convention: Actual Month

Cost History

Edit Cost Information

Adjust All Rows By: Percent: Quantity: Cost: Curr: USD Apply + -

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	5,700.00	0.00	EQUIP		11000

Oper Unit	Fund	Dept	Program	Class	Project	Subsys_PC_BU	Subsys_Activ_ID	Subsys_Anal_Typ
110	001	3000						

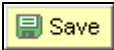
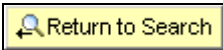
Adjust Current Row By: USD Apply

Save Return to Search Previous in List Next in List Notify Update/Display Include History

[Main Transaction](#) | [Cost Information](#)

Done

Start Cost Adjust/Transfer ... Internet 100%

Step	Action
15.	Enter the desired information into the Cost field. Enter " 6000.00 ".
16.	Click the Save button. 
17.	Click the Return to Search button. 



Training Guide Module 6 - Assets

Cost Adjust/Transfer Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_BAL.GBL?PORTALPAI

File Edit View Favorites Tools Help

Cost Adjust/Transfer Asset

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 11000

Asset Identification: begins with 000000003182

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

☐ Include History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria



Search Results

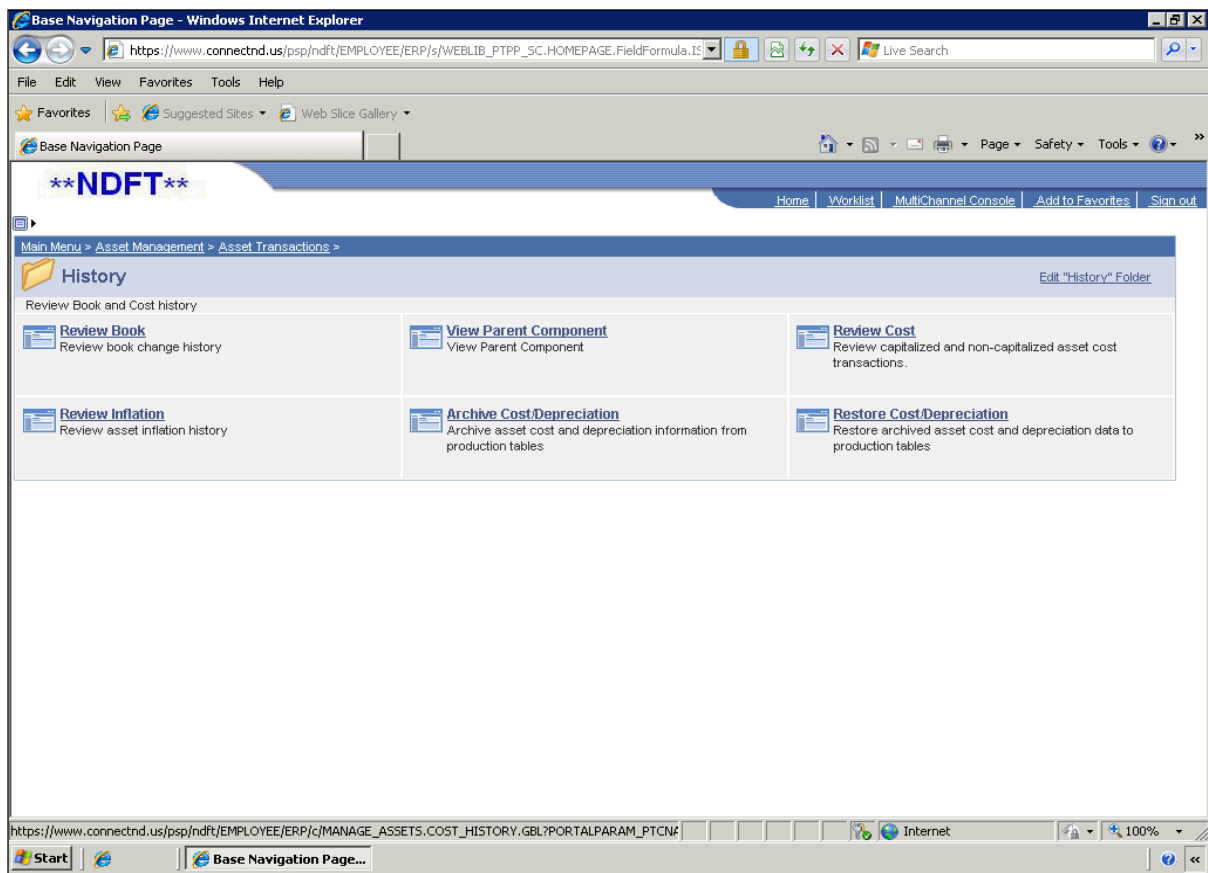
View All First 1-6 of 6 Last

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
11000	000000003186	TESTBASICADD (blank)		Wood_Desk	In Service
11000	000000003181	TESTCOPY1 (blank)		Wood_Desk	In Service
11000	000000003182	TESTCOPY2 (blank)		Wood_Desk	In Service
11000	000000003183	TESTCOPY3 (blank)		Wood_Desk	In Service
11000	000000003184	TESTCOPY4 (blank)		wood desk	In Service
11000	000000003187	TESTSPLITASS (blank)		Wood_Desk	In Service

javascript:if (parent.frames["NAV"]) {parent.frames["NAV"].toggleNav();}

Start Cost Adjust/Transfer ...

Step	Action
18.	Click the Expand (Ctrl+Y) Menu button. 
19.	Navigation - Asset Management > Asset Transactions > History > Review Cost Click the History link. 



Step	Action
20.	Click the Review Cost link. Review Cost



Training Guide Module 6 - Assets

Review Cost - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_HISTORY.GBL?PORT

File Edit View Favorites Tools Help

Review Cost

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 11000

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =



☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Main Content

Done

Start Review Cost - Windo...

Step	Action
21.	Enter the desired information into the Tag Number field. Enter " Test ".
22.	Click the Search button. 
23.	Click the TESTCOPY2 link. 
24.	Adjustments made to assets <u>will not be reflected on the Basic Add page</u> . The full history of the asset can be reviewed here. For example, the \$300 adjustment that was just completed is shown.
25.	This topic showed how to Adjust Asset Information through the Cost Adjust/Transfer option. End of Procedure.

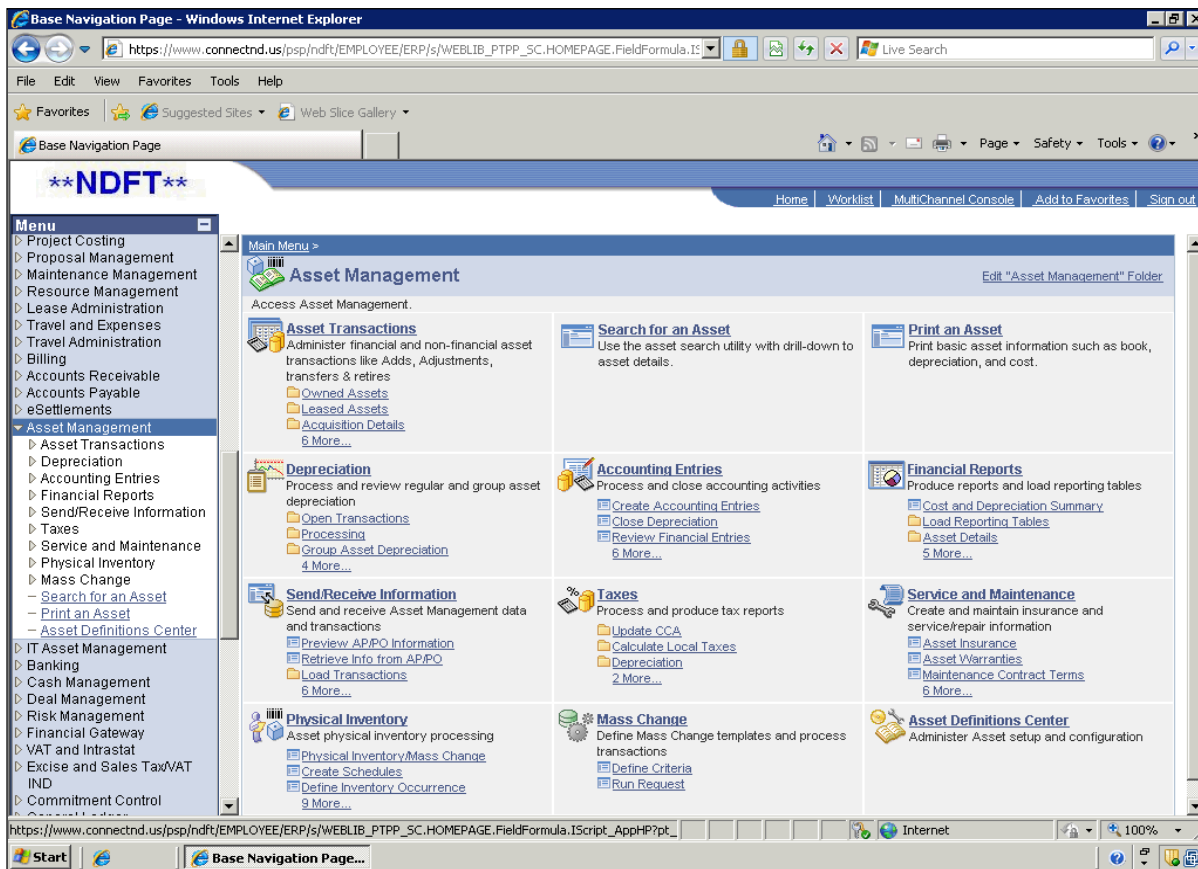
ST 6.2.2 - Modifying Pending Asset Transactions

Modifying Pending Asset Transactions

Navigation: [Asset Management](#) > [Asset Transactions](#) > [Financial Transactions](#) > [Change/Delete Pending Trans](#)

Procedure

This topic shows how to Modify Pending Asset Transactions.



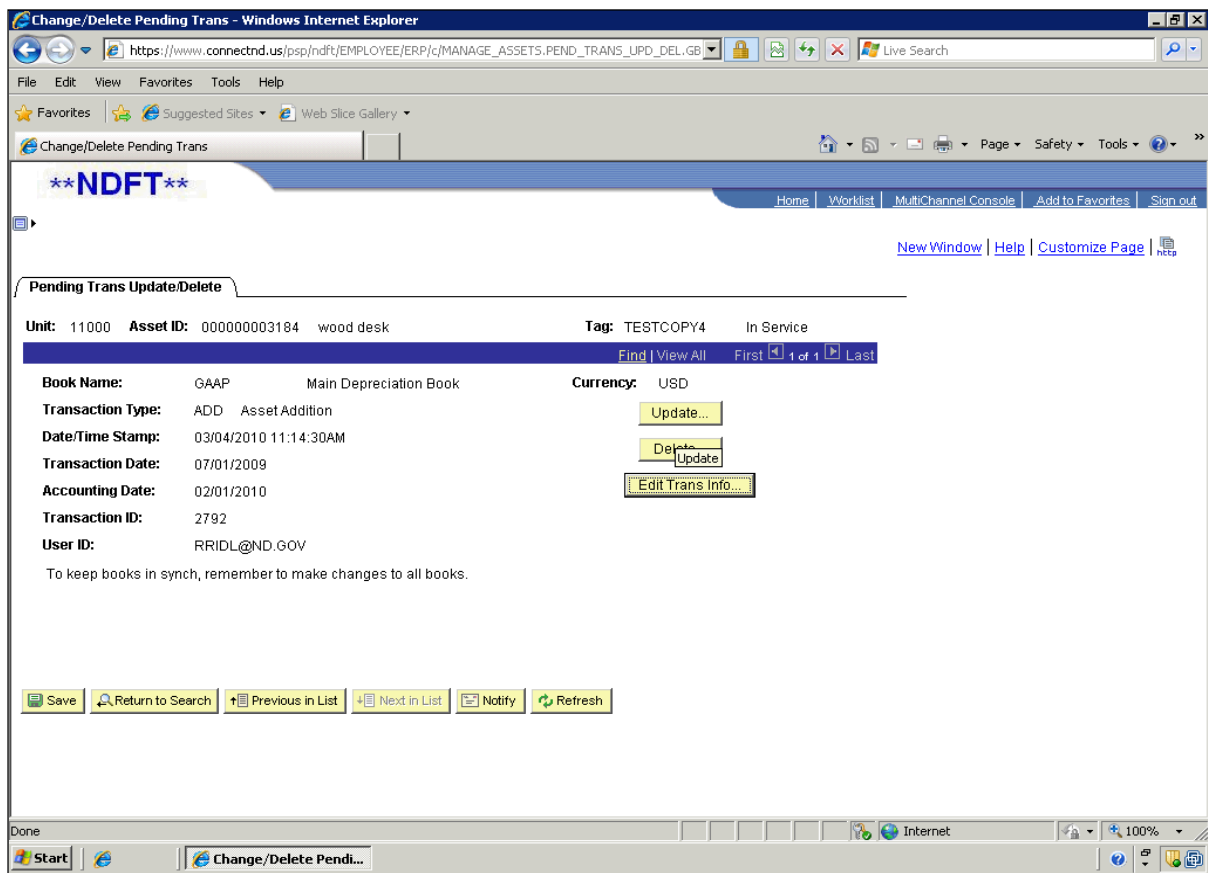
Step	Action
1.	Click the Asset Management link. Asset Management
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Financial Transactions link. Financial Transactions




Training Guide Module 6 - Assets

Step	Action
4.	Click the Change/Delete Pending Trans link. Change/Delete Pending Trans

Step	Action
5.	Click the Search button. Search
6.	Click the 000000003184 link. 000000003184



Step	Action
7.	To update a chartfield, quantity, or cost information, click the Update... button. 
8.	Update the appropriate information.



Training Guide Module 6 - Assets

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Main Depreciation Book Currency: USD

☐ Non Depreciable In Service Date: 07/01/2009 ☐ Accum Depr in Current Pd

etail Customize Find View All First 1 of 1 Last

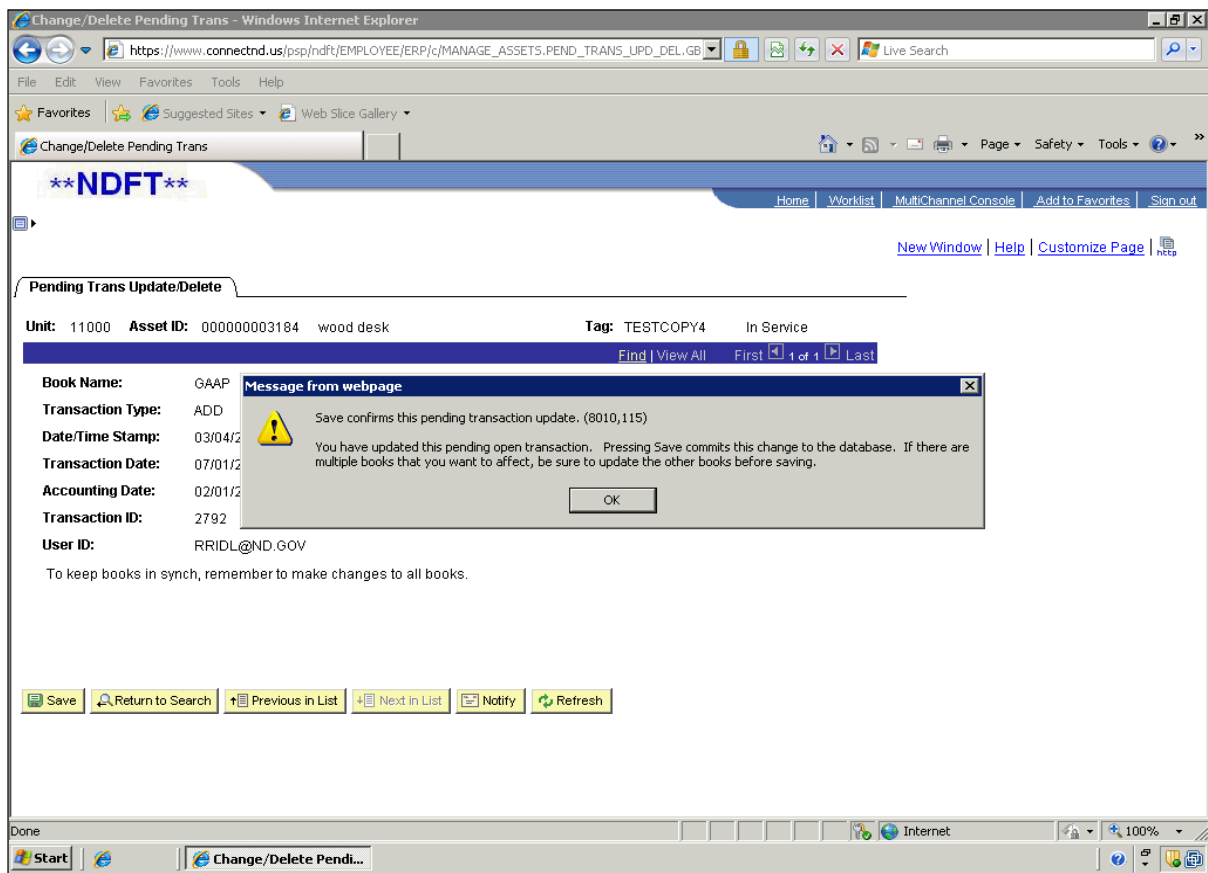
Dept	Program	Class	Project	Subsys_PC_BU	Subsys_Activ_ID	Subsys_Anal_Typ	Category	Cost Type	Accum Depr	Quantity	Cost
3000							EQUIP		0.000	1.0000	6,000.00 USD


Refresh Main Content

Done

Start Change/Delete Pendi...

Step	Action
9.	Enter the desired information into the Cost field. Enter " 8542.00 ".
10.	Click the OK button. <div>OK</div>



Step	Action
11.	Click the OK button.
	



Training Guide Module 6 - Assets

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Pending Trans Update/Delete

Unit: 11000 Asset ID: 000000003184 wood desk Tag: TESTCOPY4 In Service

Find View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Currency: USD

Transaction Type: ADD Asset Addition Update...

Date/Time Stamp: 03/04/2010 11:14:30AM Delete...

Transaction Date: 07/01/2009 Edit Trans Info...



Accounting Date: 02/01/2010

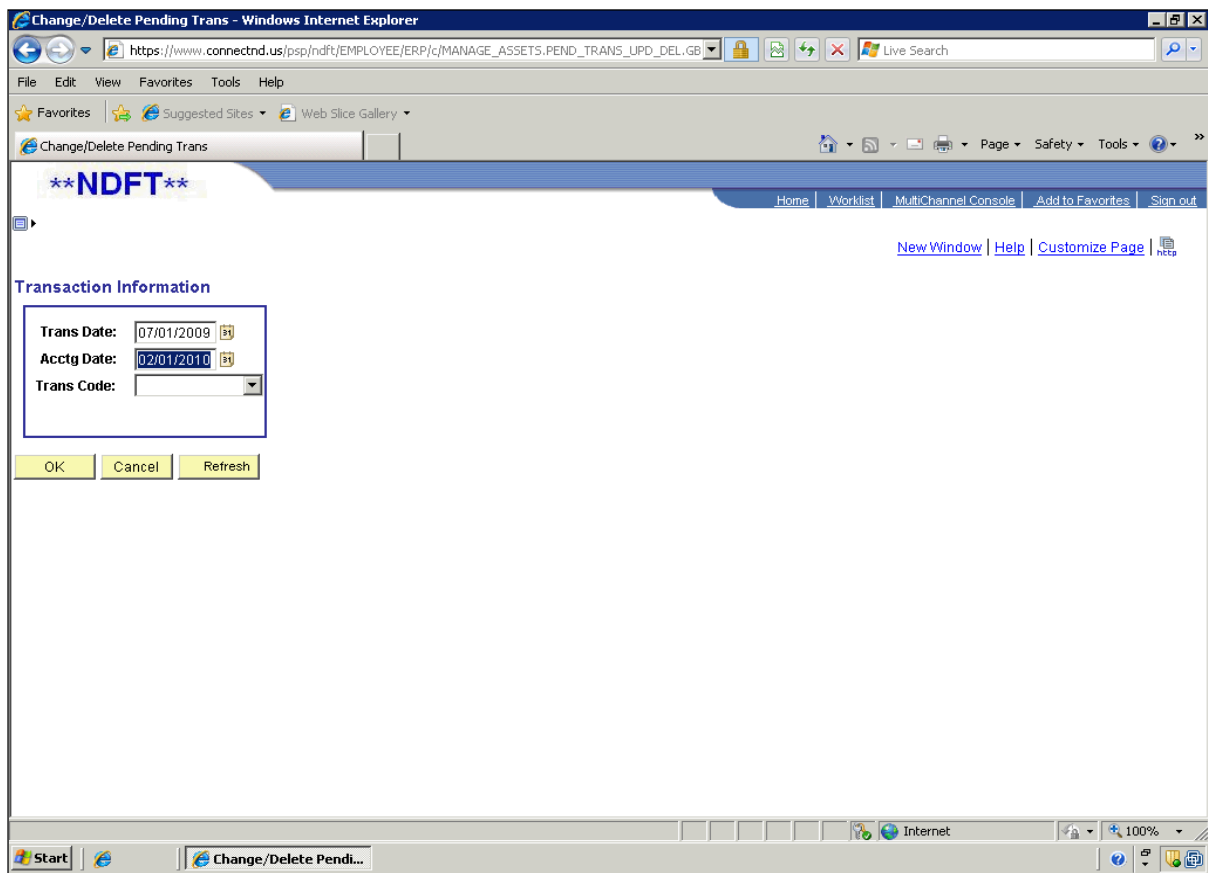
Transaction ID: 2792

User ID: RRIDL@ND.GOV

To keep books in synch, remember to make changes to all books.

Save Return to Search Previous in List Next in List Notify Refresh

Step	Action
12.	Click the Save button. 
13.	To change Transaction Date or Accounting Date click the Edit Trans Info... button. 



Step	Action
14.	Enter the desired information into the Acctg Date field. Enter " 07/01/2009 ".
15.	Click the OK button. <div data-bbox="342 1339 487 1388" data-label="Image"> </div>



Training Guide Module 6 - Assets

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customi

Pending Trans Update/Delete

Unit: 11000 Asset ID: 000000003184 wood desk Tag: TESTCOPY4 In Service

Find View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Currency: USD

Transaction Type: ADD Asset Addition Update...

Date/Time Stamp: 03/04/2010 11:14:30AM Delete...

Transaction Date: 07/01/2009 Edit Trans Info...



Accounting Date: 02/01/2010

Transaction ID: 2792

User ID: RRIDL@ND.GOV

To keep books in synch, remember to make changes to all books.

Save Return to Search Previous in List Next in List Notify Refresh

Step	Action
16.	Click the Save button. 
17.	Click the Return to Search button. 

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

Business Unit: = 11000

Asset Identification: begins with 000000003184

Transaction Date: =

Accounting Date: =

Description: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search (Alt+1)

Search Results

View All First 1-80 of 80 Last

User ID	Open Transaction ID	Business Unit	Asset Identification	Date/Time Stamp	Transaction Type	Transaction Date	Accounting Date	Description
DMMOEN@ND.GOV	2786	11000	000000003178	02/12/2010 8:40:03AM	Addition	02/12/2010	02/12/2010	Herman Miller Chair BRN-DM
DMMOEN@ND.GOV	2788	11000	000000001629	02/12/2010 9:04:36AM	Retirement	02/12/2010	02/12/2010	CHAIR
DMMOEN@ND.GOV	2789	11000	000000000081	02/12/2010 9:06:12AM	Retirement	02/12/2010	02/12/2010	COMPAQ 7500 COMPUTER
DMMOEN@ND.GOV	2790	11000	000000001612	02/12/2010 2:04:19PM	Retirement	02/12/2010	02/12/2010	GATEWAY COMPUTER
HJUST@ND.GOV	2723	11000	000000002628	10/06/2009 11:39:34AM	Retirement	10/06/2009	10/06/2009	HP Photosmart Digital Camera
HJUST@ND.GOV	2725	11000	000000003144	10/08/2009 1:06:52PM	Addition	09/29/2009	10/08/2009	Canon Digital Camera
HJUST@ND.GOV	2726	11000	000000003145	10/09/2009 1:12:40PM	Addition	09/02/2009	10/09/2009	HP Color Laserjet Printer
HJUST@ND.GOV	2727	11000	000000003146	10/12/2009 8:55:57AM	Addition	09/25/2009	10/12/2009	Shredder
HJUST@ND.GOV	2728	11000	000000000080	10/12/2009 10:12:33AM	Retirement	10/12/2009	10/12/2009	COMPAQ 7500 COMPUTER
HJUST@ND.GOV	2729	11000	000000000415	10/12/2009 10:13:04AM	Retirement	10/12/2009	10/12/2009	COMPAQ COMPUTER
HJUST@ND.GOV	2730	11000	000000002701	10/12/2009 10:13:30AM	Retirement	10/12/2009	10/12/2009	HP 19"Flat Panel Monitor
HJUST@ND.GOV	2731	11000	000000000732	10/14/2009 2:08:54PM	Retirement	10/14/2009	10/14/2009	TORO PUSH MOWER
HJUST@ND.GOV	2732	11000	000000000733	10/14/2009 2:09:26PM	Retirement	10/14/2009	10/14/2009	TORO PUSH MOWER
HJUST@ND.GOV	2754	11000	000000003160	11/10/2009 8:51:28AM	Addition	09/23/2009	11/10/2009	File Cabinet

Done

Start Change/Delete Pendi...

Step	Action
18.	Click the Search button. <div>Search</div>
19.	This topic showed how to Modify Pending Asset Transactions. End of Procedure.



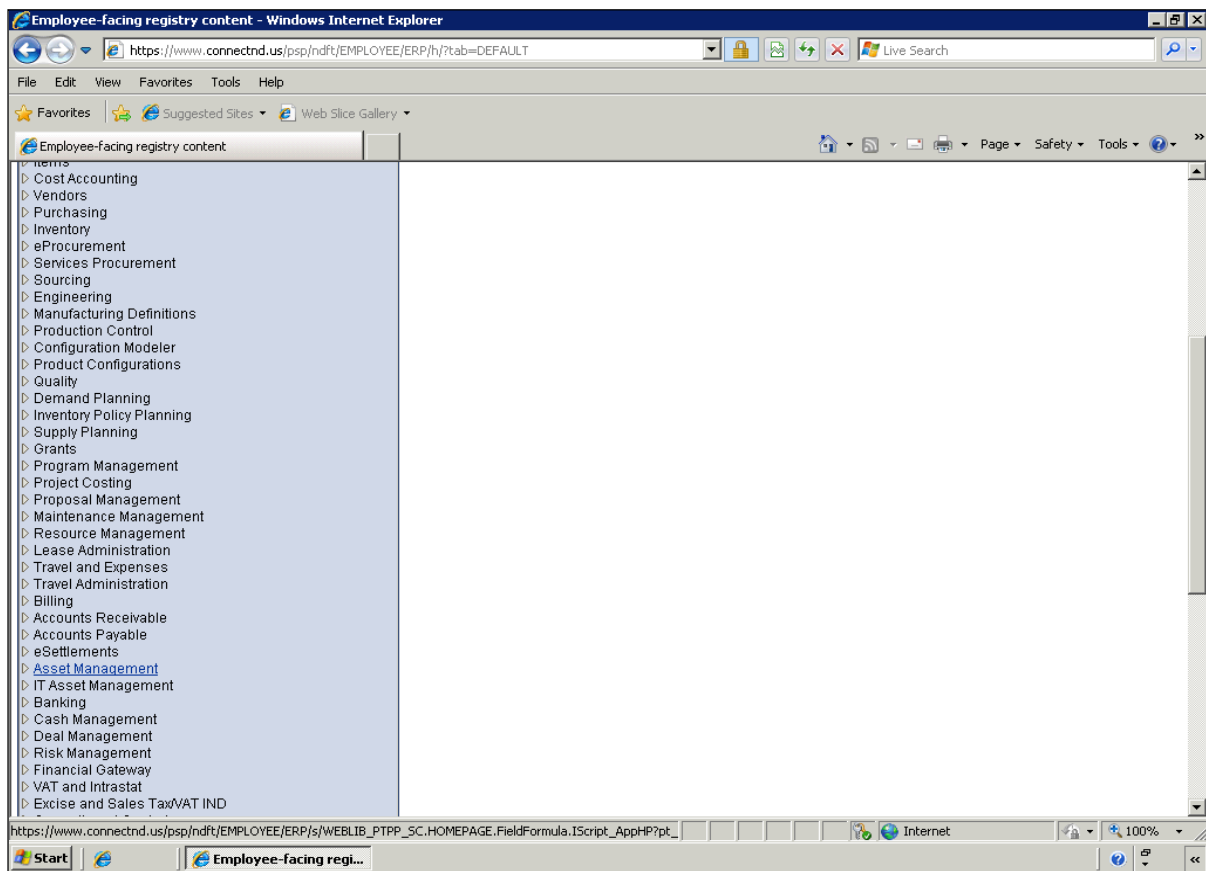
ST 6.2.3 - Deleting Pending Asset Transactions


Deleting Pending Asset Transactions

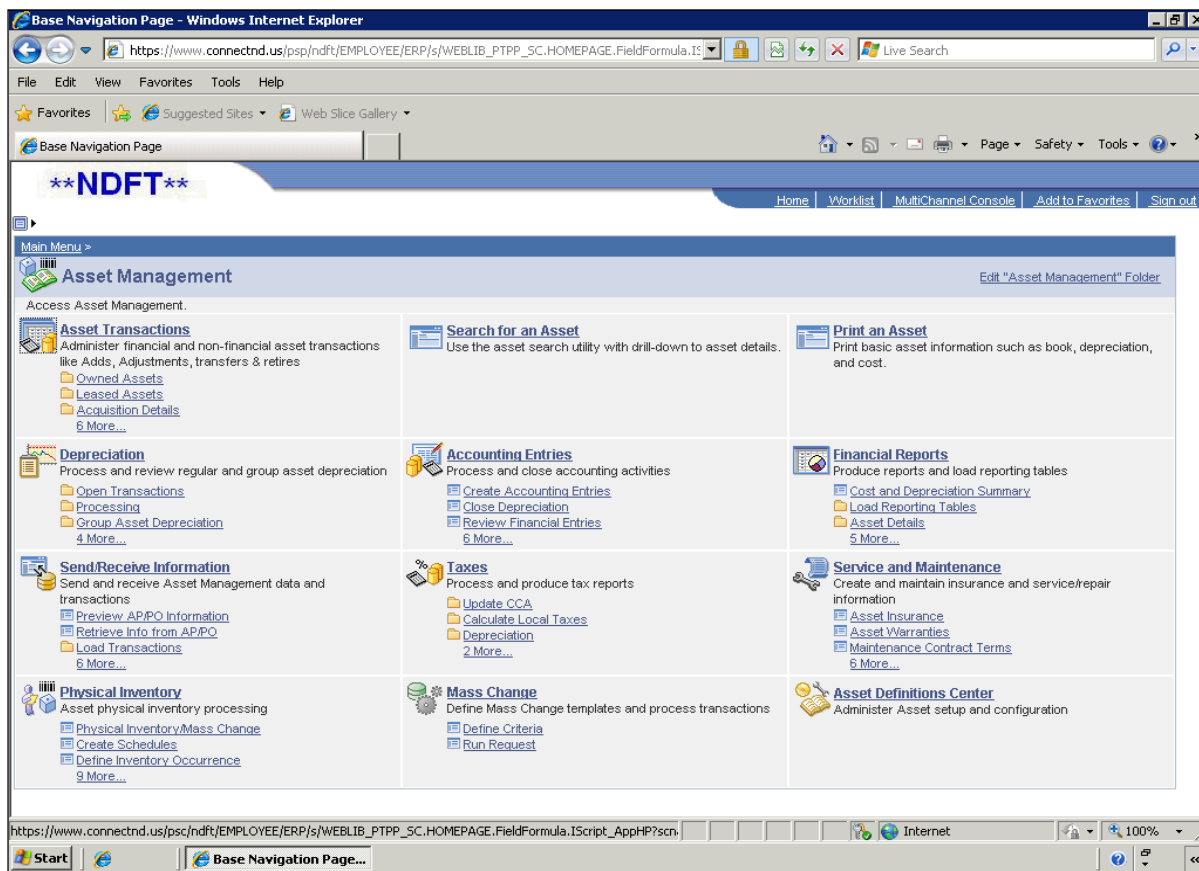
Navigation: Asset Management > Asset Transactions > Financial Transactions > Change/Delete Pending Trans

Procedure

This topic shows how to Delete a Pending Asset Transaction.



Step	Action
1.	Click the Asset Management link.  Asset Management



Step	Action
2.	Click the Asset Transactions link. <u>Asset Transactions</u>
3.	Click the Financial Transactions link. <u>Financial Transactions</u>
4.	Click the Change/Delete Pending Trans link. <u>Change/Delete Pending Trans</u>
5.	You can search for the asset you wish to delete by <u>Business Unit and Asset Identification number</u> . If you search just by Business Unit it will give you all your recently added assets. In this case we will just search by Business Unit as we do not have many recently added assets.



Training Guide Module 6 - Assets

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#)

Change/Delete Pending Trans

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [dropdown] [11000] [search icon]

Asset Identification: [begins with dropdown] [Main Content] [dropdown]

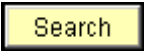

Transaction Date: [= dropdown] [dropdown] [dropdown]

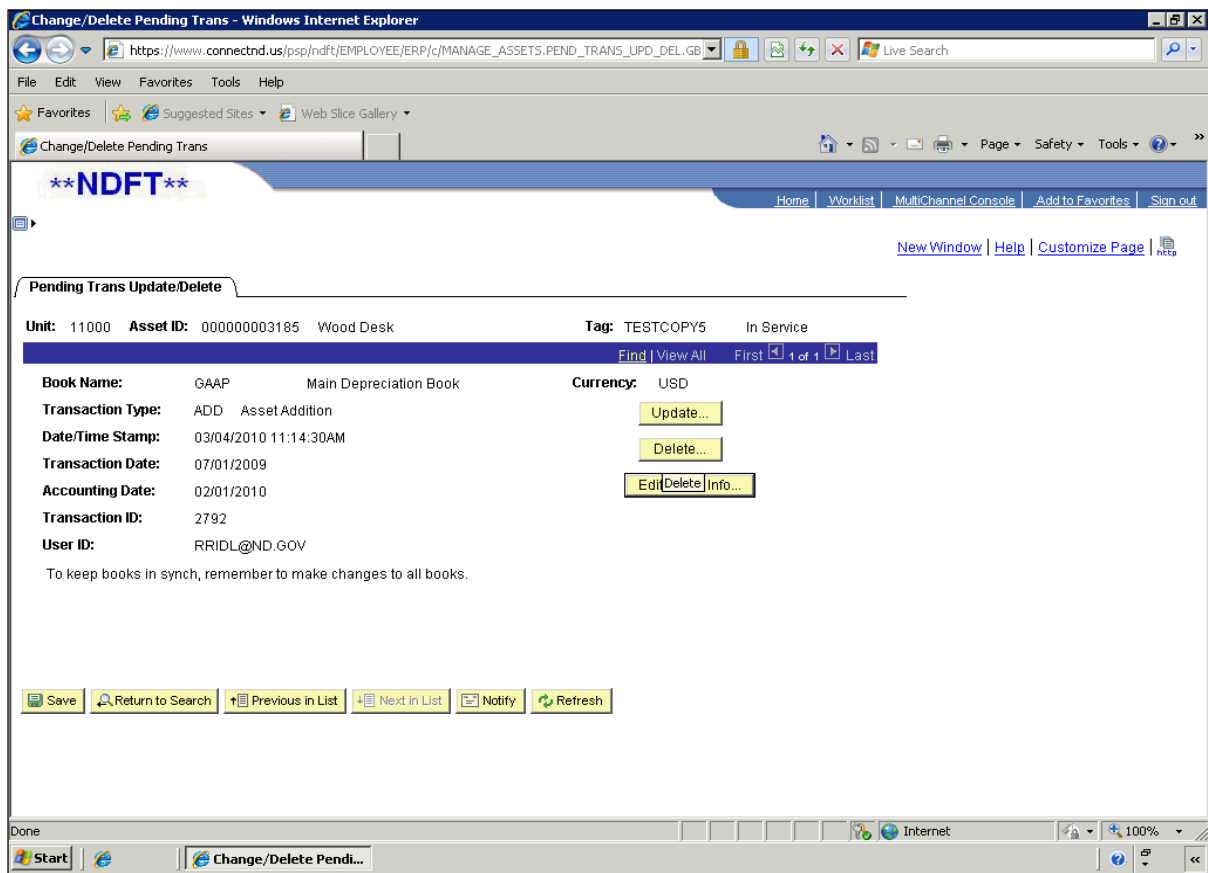
Accounting Date: [= dropdown] [dropdown] [dropdown]

Description: [begins with dropdown] [dropdown]

☐ Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Step	Action
6.	Click the Search button. 
7.	Select the asset you wish to delete. In this case we will select Asset ID 3185.
8.	Click the 000000003185 link. 



Step	Action
9.	Click the Delete... button. <div>Delete...</div>



Training Guide Module 6 - Assets

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

****NDFT****

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Asset Addition

Book Name: GAAP Main Depreciation Book Currency: USD

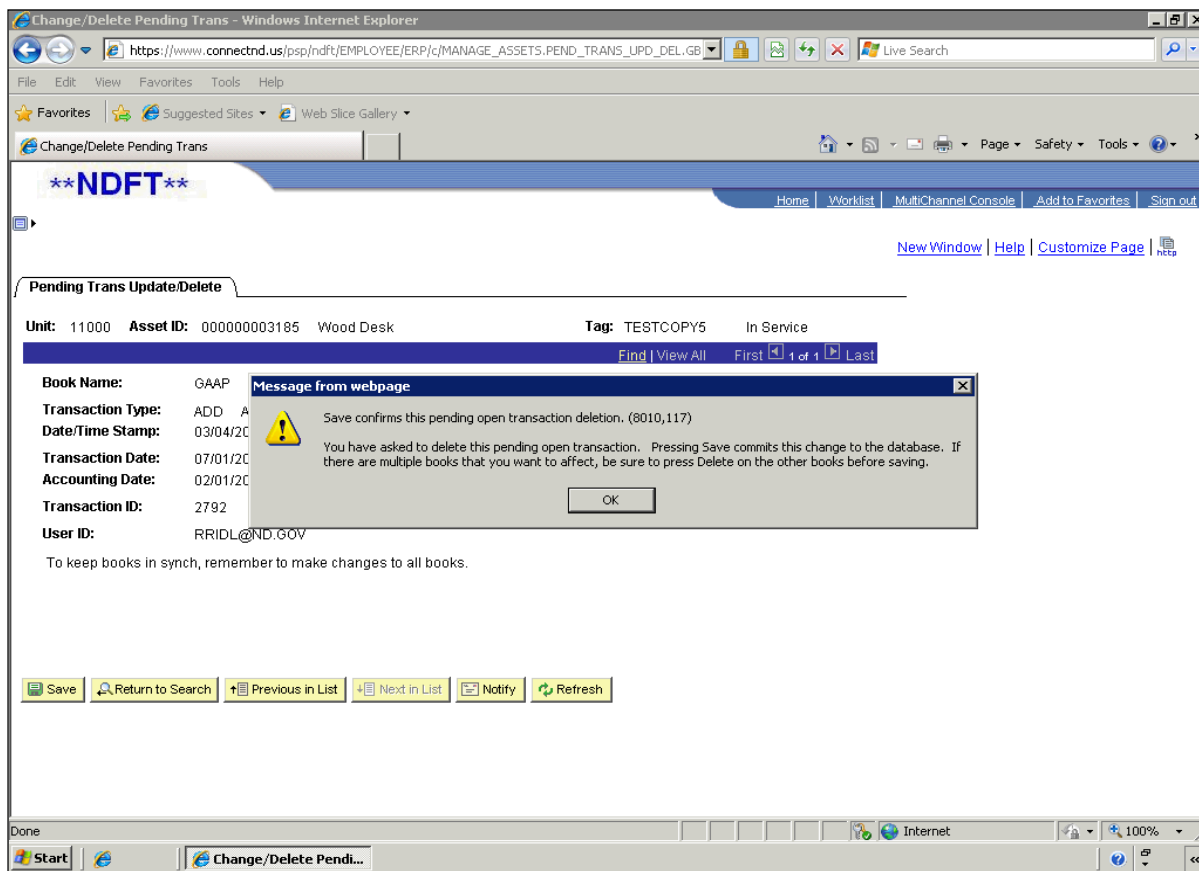
Depreciation Status
☒ Depreciable ☐ Non Depreciable In Service Date: 07/01/2009 ☐ Accum Depr in Current Pd


Asset Transaction Detail [Customize](#) | [Find](#) | [View All](#)

Oper Unit	Fund	Dept	Program	Class	Project	Subsys_PC_BU	Subsys_Activ_ID	Subsys_Anal_Typ	Category	Cost Type	Accum Depr	Quantity	Cost
110	001	3000							EQUIP		0.000	1.0000	

OK Cancel Refresh

Step	Action
10.	Click the OK button. <div>OK</div>



Step	Action
11.	Click the OK button.
	



Training Guide Module 6 - Assets

Change/Delete Pending Trans - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.PEND_TRANS_UPD_DEL.GB

File Edit View Favorites Tools Help

Change/Delete Pending Trans

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Pending Trans Update/Delete

Unit: 11000 Asset ID: 000000003185 Wood Desk Tag: TESTCOPY5 In Service

Find View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Currency: USD

Transaction Type: ADD Asset Addition

Date/Time Stamp: 03/04/2010 11:14:30AM

Transaction Date: 07/01/2009

Accounting Date: 02/01/2010

Transaction ID: 2792

User ID: RRIDL@ND.GOV



Delete...

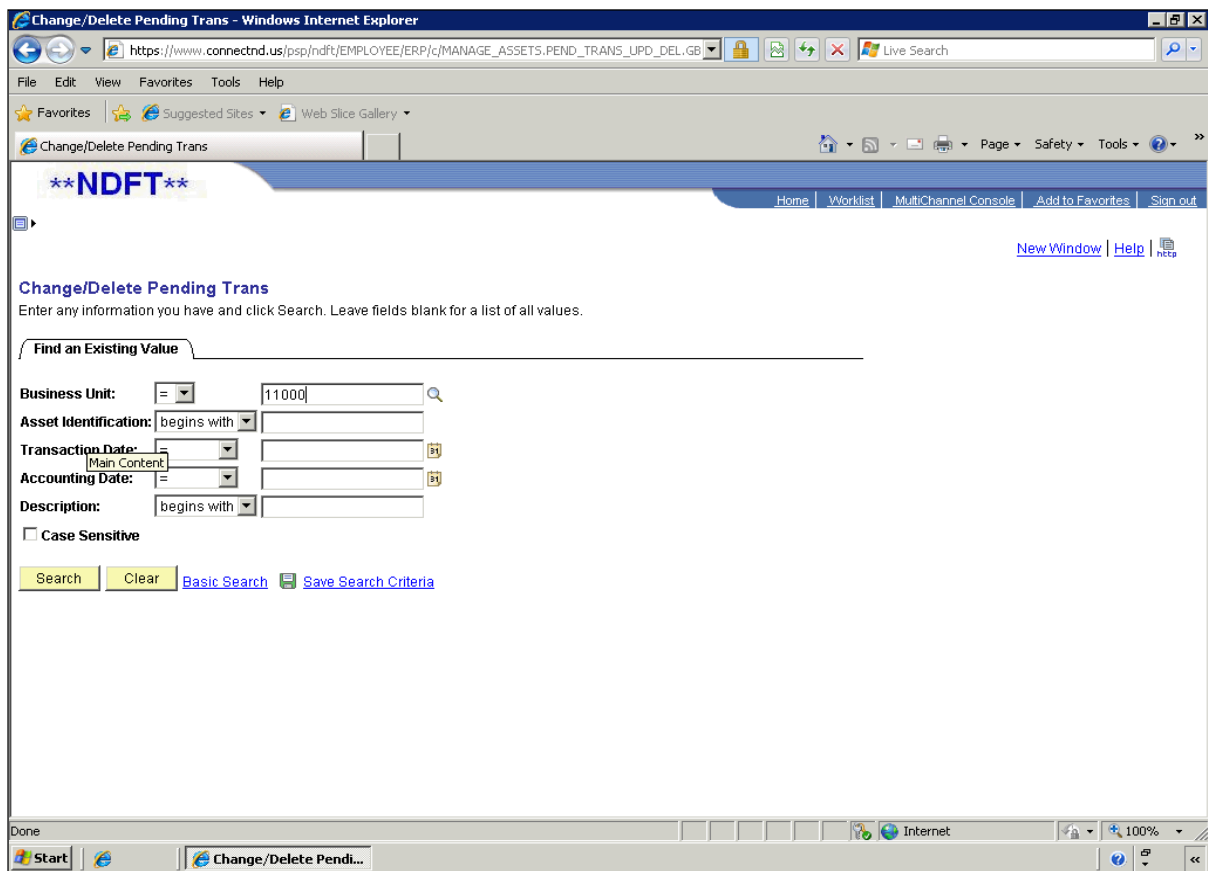
To keep books in synch, remember to make changes to all books.

Save Return to Search Previous in List Next in List Notify Refresh

Done

Start Change/Delete Pendi...

Step	Action
12.	Click the Save button. 
13.	Click the Return to Search button. 
14.	Once the asset has been Saved, it should no longer show up in this list since it was deleted.



Step	Action
15.	Click the Search button. <div>Search</div>
16.	This topic showed how to Delete a Pending Asset Transaction. End of Procedure.



ST Lesson 6.3 - Reviewing Asset Information

Reviewing Asset Information

Asset information is stored on PeopleSoft in 3 different components. General physical information on the asset (i.e. location, manufacturer, physical attributes) is stored in the Basic Add Pages mentioned previously. The Asset Cost/Acquisition details and Depreciation details are stored in the two sections detailed below.

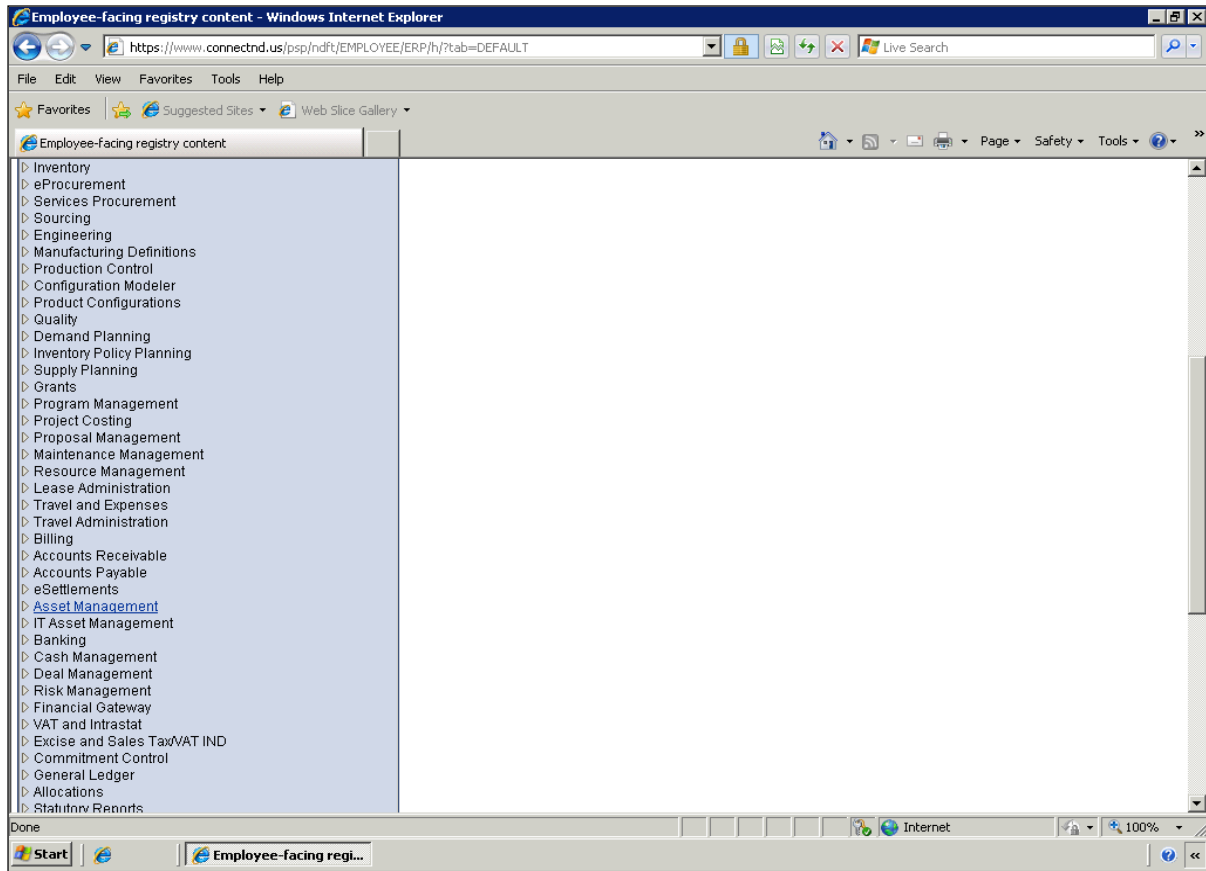
ST 6.3.1 - Viewing Depreciation

Viewing Depreciation

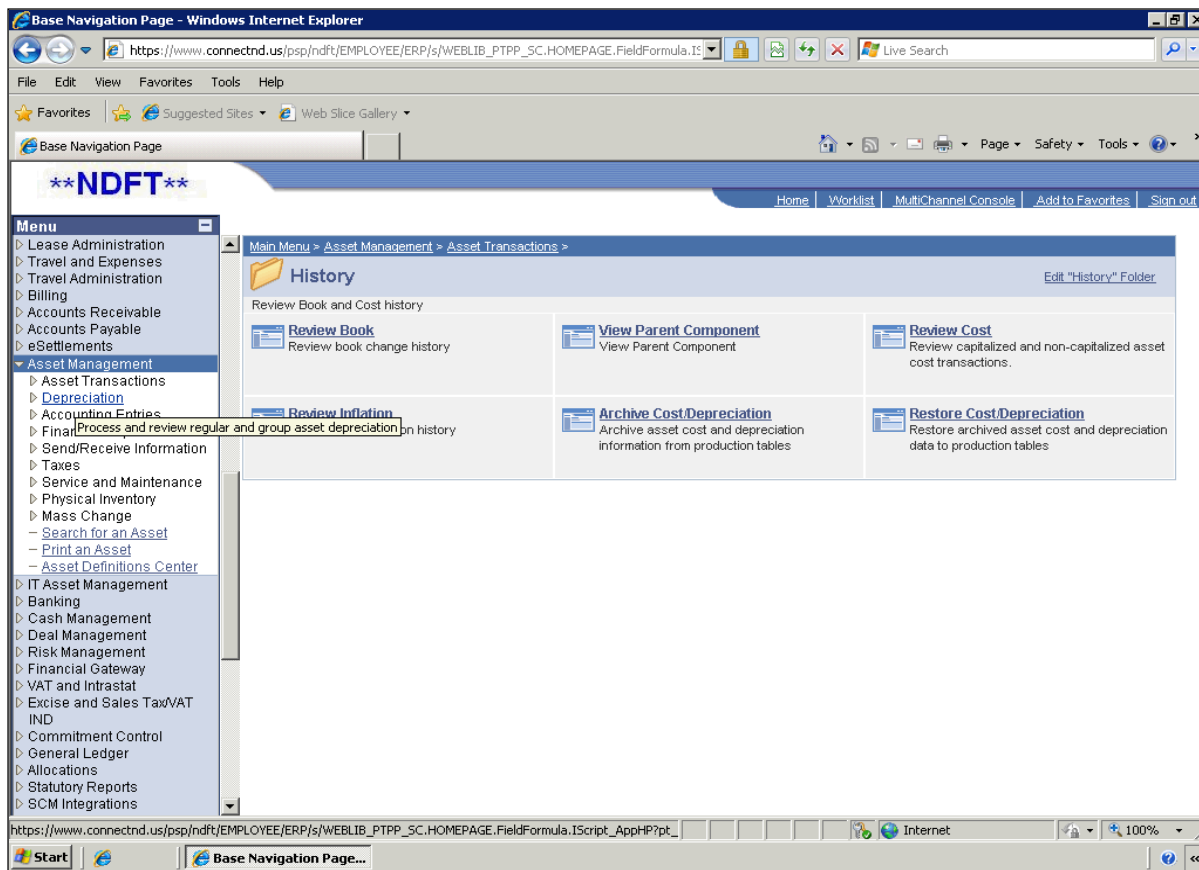
Navigation: Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Procedure

This topic shows how to View Depreciation on any given asset.



Step	Action
1.	Click the Asset Management link. ▶ Asset Management

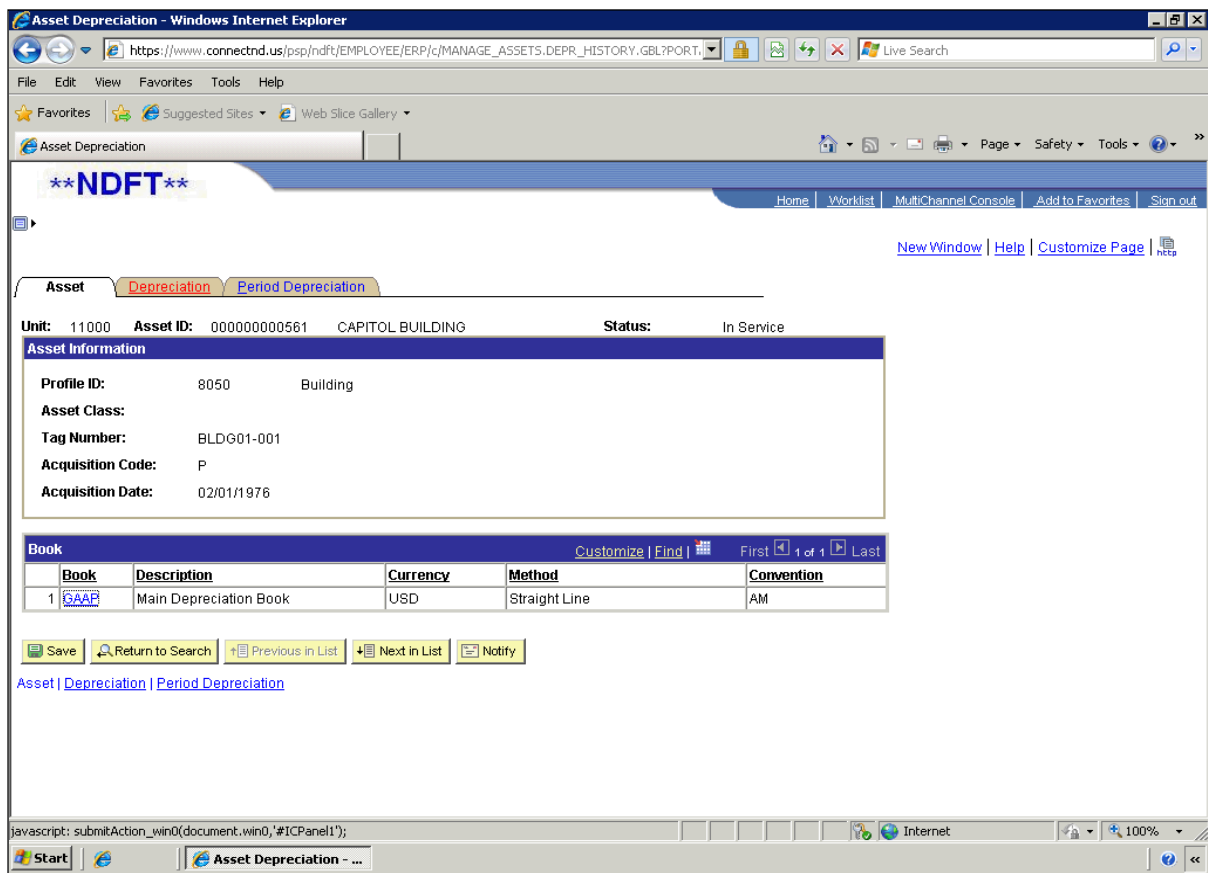


Step	Action
2.	Click the Depreciation link. ▶ Depreciation
3.	Click the Review Depreciation Info link. Review Depreciation Info
4.	Click the Asset Depreciation link. Asset Depreciation



Training Guide Module 6 - Assets

Step	Action
5.	Search for the asset of which you wish to review its depreciation. Enter the desired information into the Tag Number field. Enter " Bldg ".
6.	Click on the appropriate link for the asset you are wishing to review. Click the CAPITOL BUILDING link. CAPITOL BUILDING



Step	Action
7.	Click the Depreciation tab. Depreciation



Training Guide Module 6 - Assets

Asset Depreciation - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.DEPR_HISTORY.GBL?PORT...

File Edit View Favorites Tools Help

Asset Depreciation

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Asset Depreciation

Unit: 11000 Asset ID: 000000000561 CAPITOL BUILDING Status: In Service

Book

Book Name: GAAP Main Depreciation Book Currency: USD

Depreciation Attributes

Net Book Value

Cost: 17,525,481.00 As Of Fiscal Year: 2010 Period: 9

Salvage Value: 1,768,777.00

Accum Depr: 10,840,526.12

Net Book Value: 6,684,954.88

Calculate NBV

Yearly Depreciation

Year	Depreciation Amt	Oper Unit	Fund	Dept	Program	Class	Project	Subsys_PC_BU	Subsys_Activ_ID	Subsys
2004	9,047,293.00	110	001							
2005	318,379.78	110	001							
2006	310,495.44	110	001							
2007	310,495.44	110	001							
2008	310,495.44	110	001							
2009	310,495.44	110	001							
2010	310,495.44	110	001							
2011	310,495.45	110	001							

Step	Action
8.	Click the Period Depreciation tab. Period Depreciation
9.	This tab allows you to review depreciation by period.
10.	This topic showed how to View Depreciation on any given asset. End of Procedure.

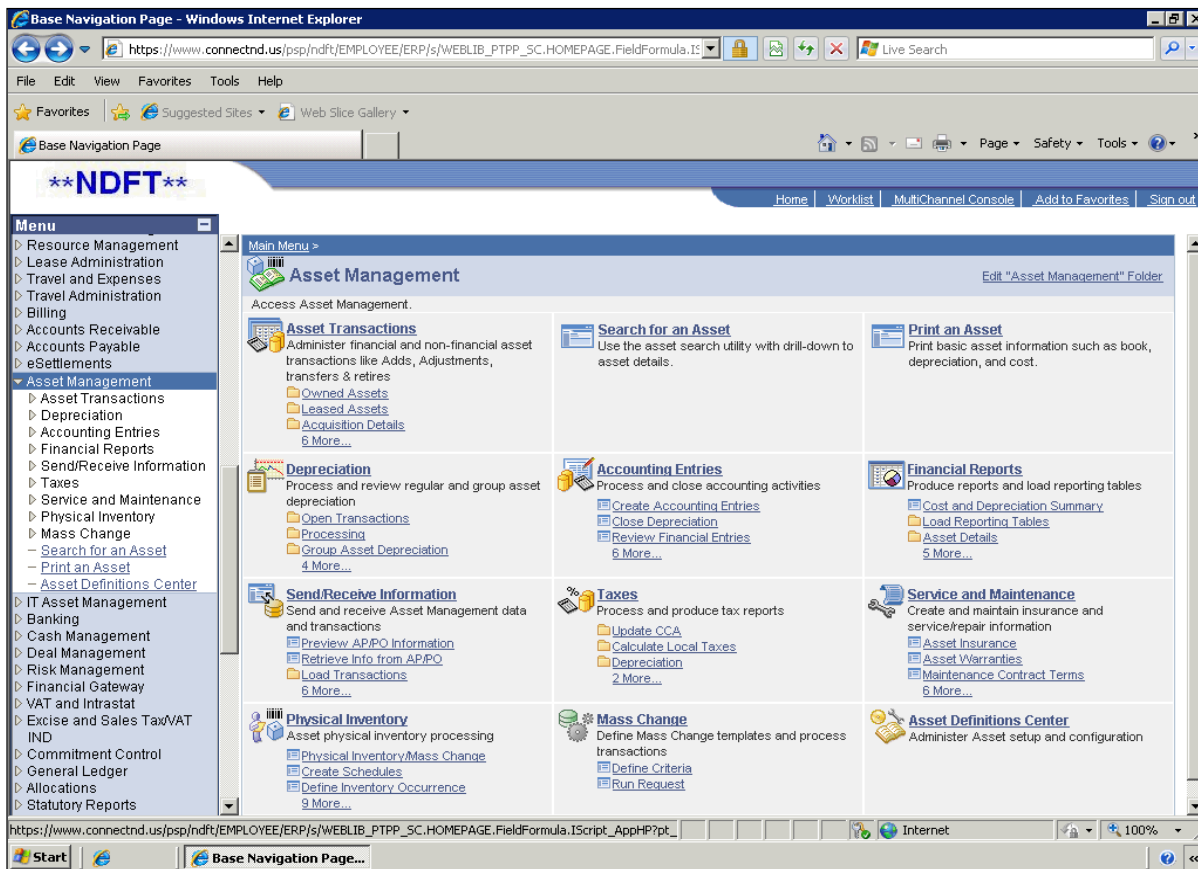
ST 6.3.2 - Viewing Cost Information



Viewing Cost Information

Navigation: [Asset Management](#) > [Depreciation](#) > [Review Depreciation Info](#) > [Asset Depreciation](#)

Procedure

This topic shows how to view the complete cost history of any asset.



Step	Action
1.	Click the Asset Management link. 
2.	Click the Asset Transactions link. 



Training Guide Module 6 - Assets

Step	Action
3.	Click the History link. History
4.	Click the Review Cost link. Review Cost

The screenshot shows a web browser window titled "Review Cost - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_HISTORY.GBL?PORT. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The main content area displays the "NDFT" logo and navigation links (Home, Worklist, MultiChannel Console, Add to Favorites, Sign out). Below the logo, the section "Asset Cost History" is visible, with instructions: "Enter any information you have and click Search. Leave fields blank for a list of all values." A search form titled "Find an Existing Value" contains several fields: "Business Unit" (with a dropdown set to "=" and a text box containing "11000"), "Asset Identification" (with a dropdown set to "begins with" and an empty text box), "Tag Number" (with a dropdown set to "begins with" and an empty text box), "Parent ID" (with a dropdown set to "begins with" and an empty text box), "Description" (with a dropdown set to "begins with" and an empty text box), and "Asset Status" (with a dropdown set to "=" and an empty text box). There is also a checkbox for "Case Sensitive". At the bottom of the form are buttons for "Search" and "Clear", along with links for "Basic Search" and "Save Search Criteria". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Step	Action
5.	Search by Business Unit and Asset Identification or Tag Number for the asset you wish to review. Enter the desired information into the Tag Number field. Enter " bldg ".
6.	Click the Search button. Search

Step	Action
7.	<p>Select the asset you wish to review.</p> <p>Click the CAPITOL BUILDING link.</p> <p>CAPITOL BUILDING</p>

Review Cost - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_HISTORY.GBL?PORT

File Edit View Favorites Tools Help

Review Cost

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Cost History List **Cost History Detail** Non Cap History List Non Cap History Detail

Unit: 11000 Asset ID: 000000000561 CAPITOL BUILDING Tag: BLDG01-001 In Service

Book Find View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Currency: USD

Total Cost: 17,525,481.00

Customize Find View All First 1-2 of 2 Last

Cost	Chartfields	Trans Type	In/Out	Quantity	Total Cost	Detail
1	06/30/2004	ADD		1.0000	17,687,767.00	Detail
2	07/01/2005	ADJ			-162,286.00	Detail

Save Return to Search Previous in List Next in List Notify

Cost History List | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

javascript: submitAction_win0(document.win0,'#ICPanel1');

Start Review Cost - Windo...

Step	Action
8.	<p>Click the Cost History Detail tab.</p> <p>Cost History Detail</p>



Training Guide Module 6 - Assets

Review Cost - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.COST_HISTORY.GBL?PORT

File Edit View Favorites Tools Help

Review Cost

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit: 11000 Asset ID: 00000000561 CAPITOL BUILDING Tag: BLDG01-001 In Service

Book Find | View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Base Currency: USD

Cost Find | View All First 1 of 2 Last

Acctg Date: 06/30/2004 Trans Date: 06/30/2004 Date/Time Stamp: 10/02/2004 11:38:16AM

Trans Type: ADD Asset Addition

Trans Code:

Cost: 17,687,767.00 USD

Base Cost: 17,687,767.00 USD

Salvage: 1,768,777.00

Quantity: 1.0000

Convention: AM

User ID: Conversion

Category: BUILD Building & Improvements

Cost Type:

Operating Unit: 110 OMB

Fund Code: 001 GENERAL FUND

Department:

Program Code:

Class Field:

Interunit Transfer Information

Unit:

Asset ID:

Book:

Exchange Rate

Rate Type:


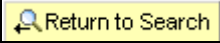
Rate Effdt: 06/30/2004

Exchange Rate: 1.00000000

javascript:submitAction_win0(document.win0,'\$ICField12\$#down\$0');

Start Review Cost - Windo...

Internet 100%

Step	Action
9.	<p>There may be more than one history box to review. Select View All or click the "arrow" next to review further information regarding the asset.</p> <p>Click the Show next row (Alt+.) button.</p> <p></p>
10.	<p>Click the Return to Search button.</p> <p></p>
11.	<p>This topic showed how to view the complete cost history of any asset.</p> <p>End of Procedure.</p>



ST Lesson 6.4 - Retiring Assets

Retiring Assets

PeopleSoft Asset Management enables you to fully or partially retire assets in the past, present, or future. Occasionally, you may need to reverse a retirement transaction. For these occasions, we also provide the ability to reinstate a retired asset using the pages within the Asset Retirements component.

When all units and all costs of an asset are retired, the asset is considered fully retired. The asset is taken off your books after the retirement has been fully processed and accounting entries have been created. No further depreciation will accrue.

You can partially retire an asset by either quantity or cost. Depreciation continues to be processed for the amount that remains.

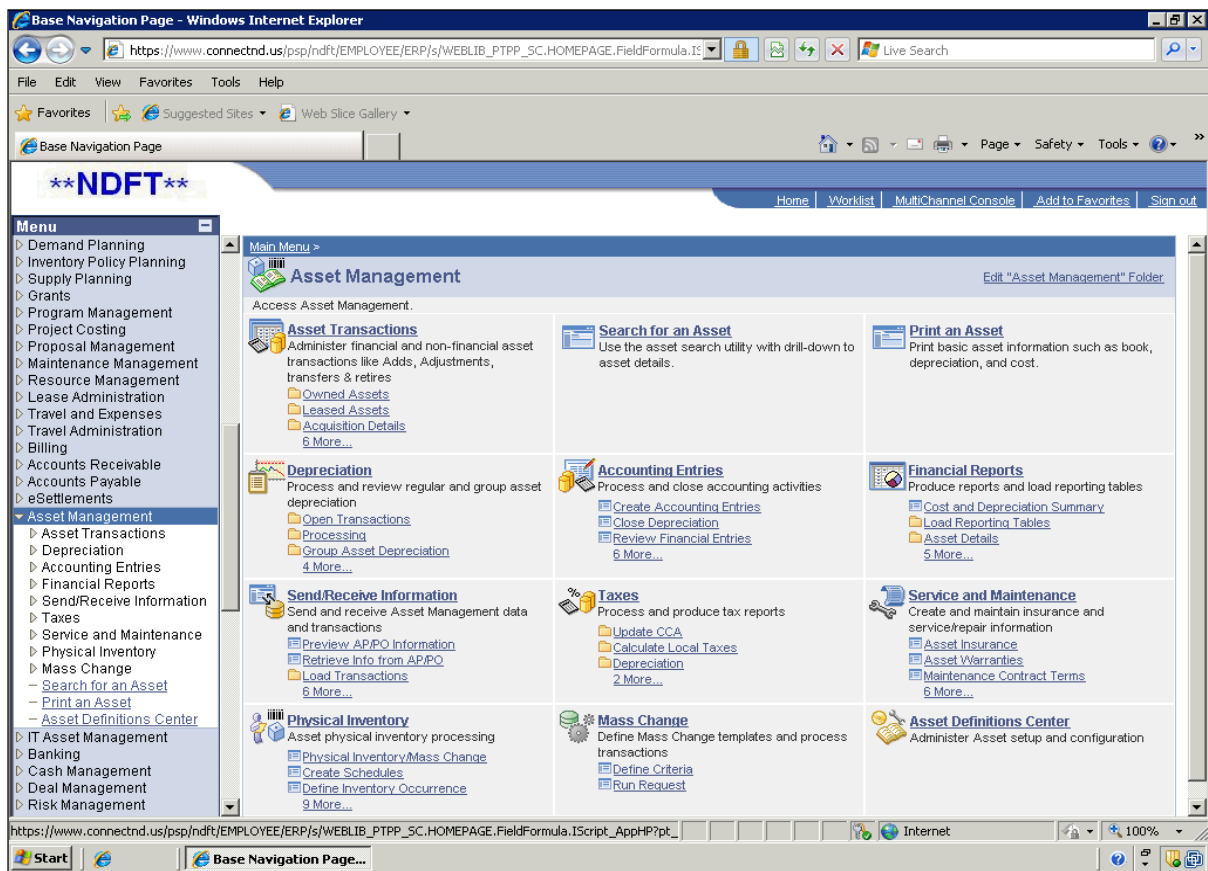
ST 6.4.1 - Retiring Assets

Retiring Assets

Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

Procedure

This topic shows how to Retire an Asset.



Step	Action
1.	Click the Asset Management link. Asset Management
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Asset Disposal link. Asset Disposal
4.	Click the Retire/Reinstate Asset link. Retire/Reinstate Asset



Training Guide Module 6 - Assets

Retire/Reinstate Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RETIRE.GBL?PORTALPARA...

File Edit View Favorites Tools Help

Retire/Reinstate Asset

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 11000

Asset Identification: begins with

Tag Number: begins with



Parent ID: begins with

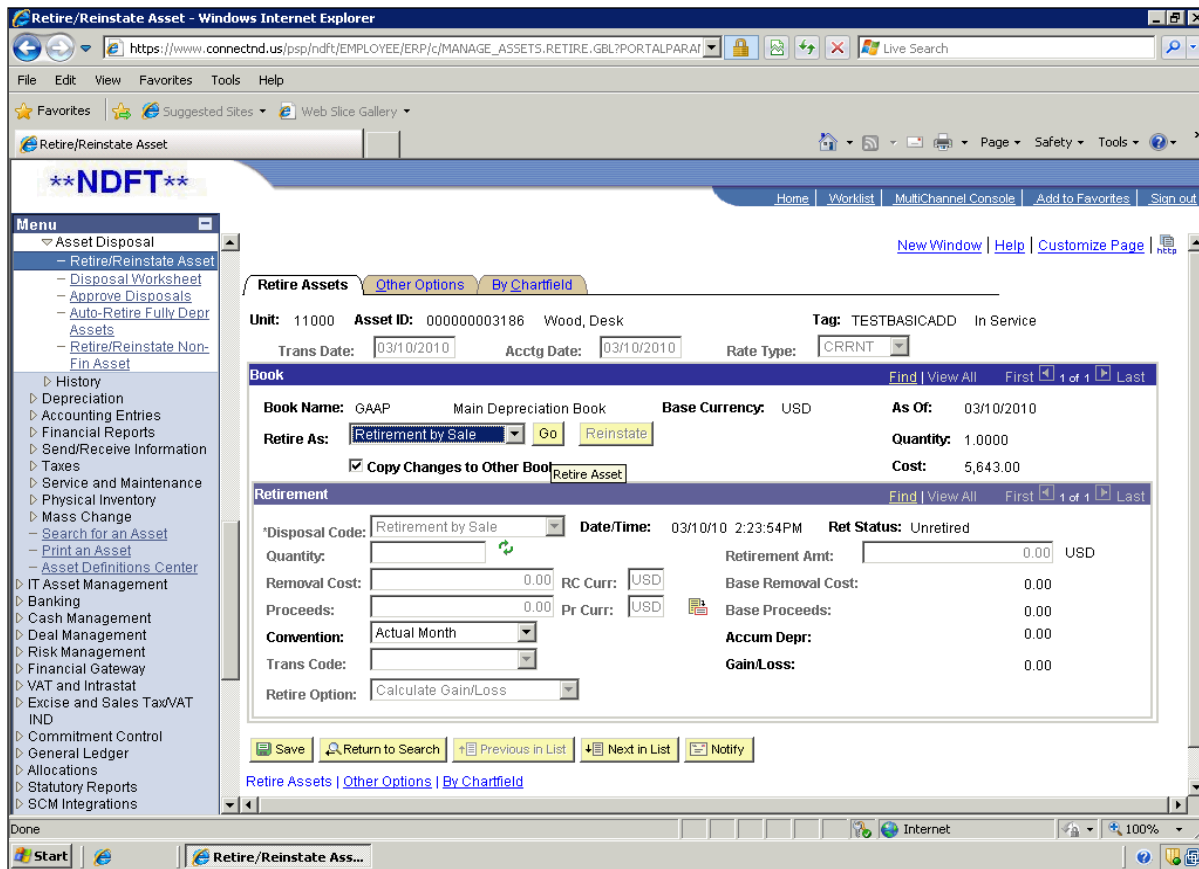
Description: begins with


Asset Status: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	Enter the desired information into the Tag Number field. Enter " Test ".
6.	Click the Search button. 
7.	Click the TESTBASICADD link. 
8.	The Retire As must always be " <u>Retirement by Sale</u> ". Note: Use the "Trans Code" drop down. The "Trans Code" will become available for selection as soon as the "Go" button is pressed.



Step	Action
9.	Click the Go button. 
10.	Enter the desired information into the Trans Date field. Enter " 09/30/2009 ".
11.	Enter the desired information into the Acctg Date field. Enter " 09/30/2009 ".



Training Guide Module 6 - Assets

Retire/Reinstate Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RETIRE.GBL?PORTALPARA...

File Edit View Favorites Tools Help

Retire/Reinstate Asset

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Menu

- Asset Disposal
 - Retire/Reinstate Asset
 - Disposal Worksheet
 - Approve Disposals
 - Auto-Retire Fully Depr Assets
 - Retire/Reinstate Non-Fin Asset
- History
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Send/Receive Information
 - Taxes
 - Service and Maintenance
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center
- IT Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - Financial Gateway
 - VAT and Intrastat
 - Excise and Sales Tax/VAT IND
 - Commitment Control
 - General Ledger
 - Allocations
 - Statutory Reports
 - SCM Integrations

Retire Assets Other Options By Chartfield

Unit: 11000 Asset ID: 000000003186 Wood, Desk Tag: TESTBASICADD In Service

Trans Date: 09/30/2009 Acctg Date: 09/30/2009 Rate Type: CRRNT

Book

Book Name: GA Abandoned Disposal Book Base Currency: USD As Of: 03/10/2010

Retire As: R4 Cannibalized Reinstatement Quantity: 1.0000

Capitalized Lease Return Cost: 5,643.00

Casualty

Retirement

Disappeared-Lost

Disposal Due to Theft - St

Donated

Error

Inventory

Revaluation

Sale

Scrap

Surplus

Trade-In

*Disposal Code:

Quantity:

Removal Cost:

Proceeds:

Convention:

Trans Code:

Retire Option: Calculate Gain/Loss

Date/Time: 03/10/10 2:23:54PM Ret Status: New

Retirement Amt: -5,643.00 USD

Base Removal Cost: 0.00

Base Proceeds: 0.00

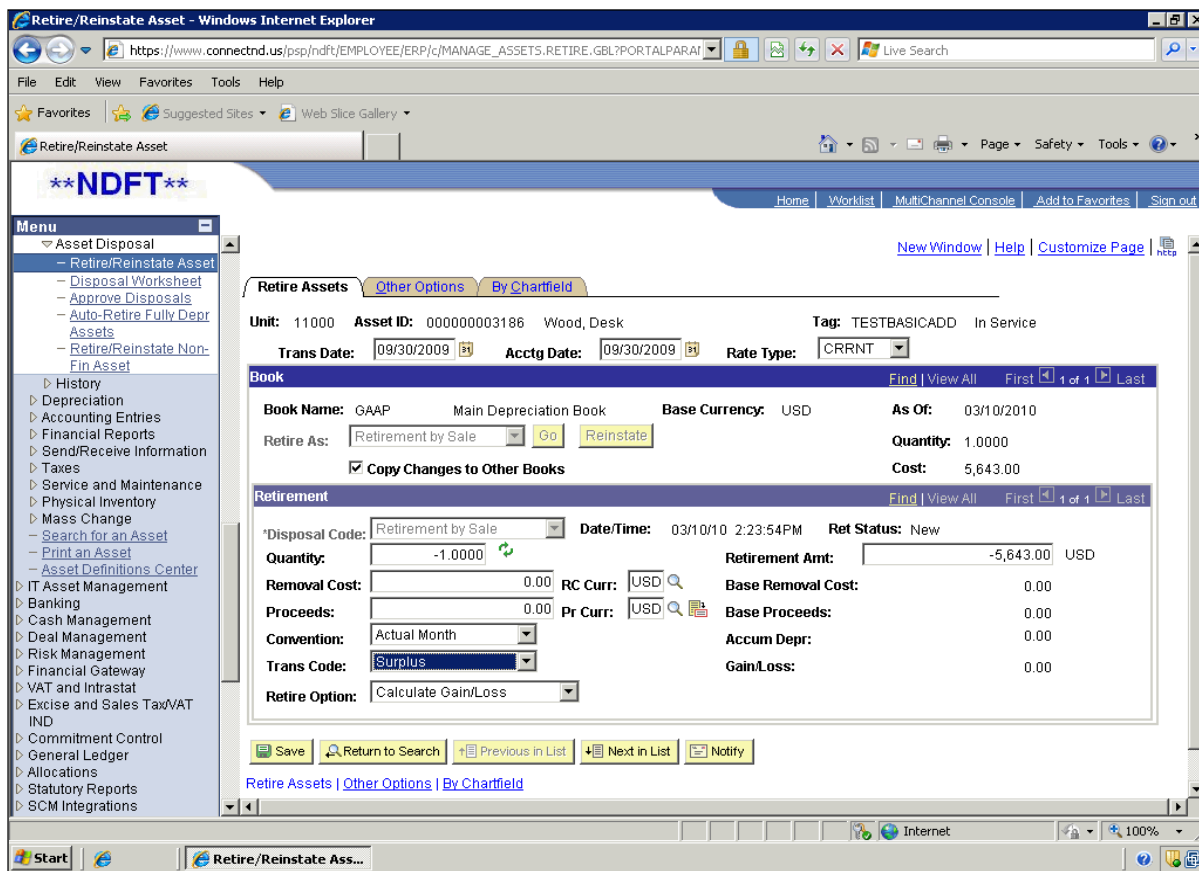
Accum Depr: 0.00


Gain/Loss: 0.00

Save Return to Search Previous in List Next in List Notify

Retire Assets Other Options By Chartfield

Step	Action
12.	<p>Some Trans Codes should not be used in state government - <u>Donated, Inventory, and Revaluation</u> cannot be used as a trans code for Retiring an Asset.</p> <p>Click the Surplus list item.</p> <p>Surplus</p>



Step	Action
13.	Click the Save button. 
14.	Once you have saved the asset this will now show the asset is "Disposed". Before the asset is retired this should say "In Service".
15.	This topic showed how to Retire an Asset. End of Procedure.



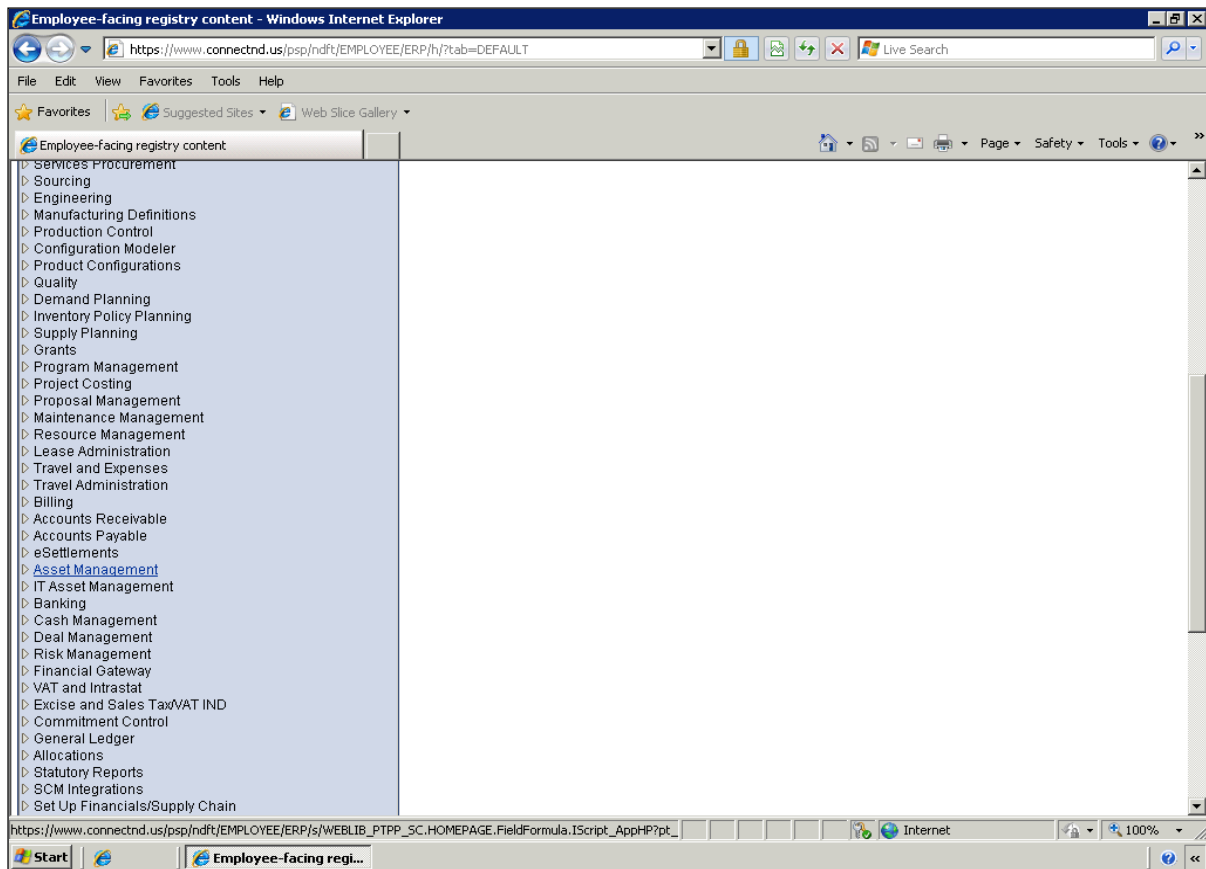
ST 6.4.2 - Reinstating Assets

Reinstating Assets

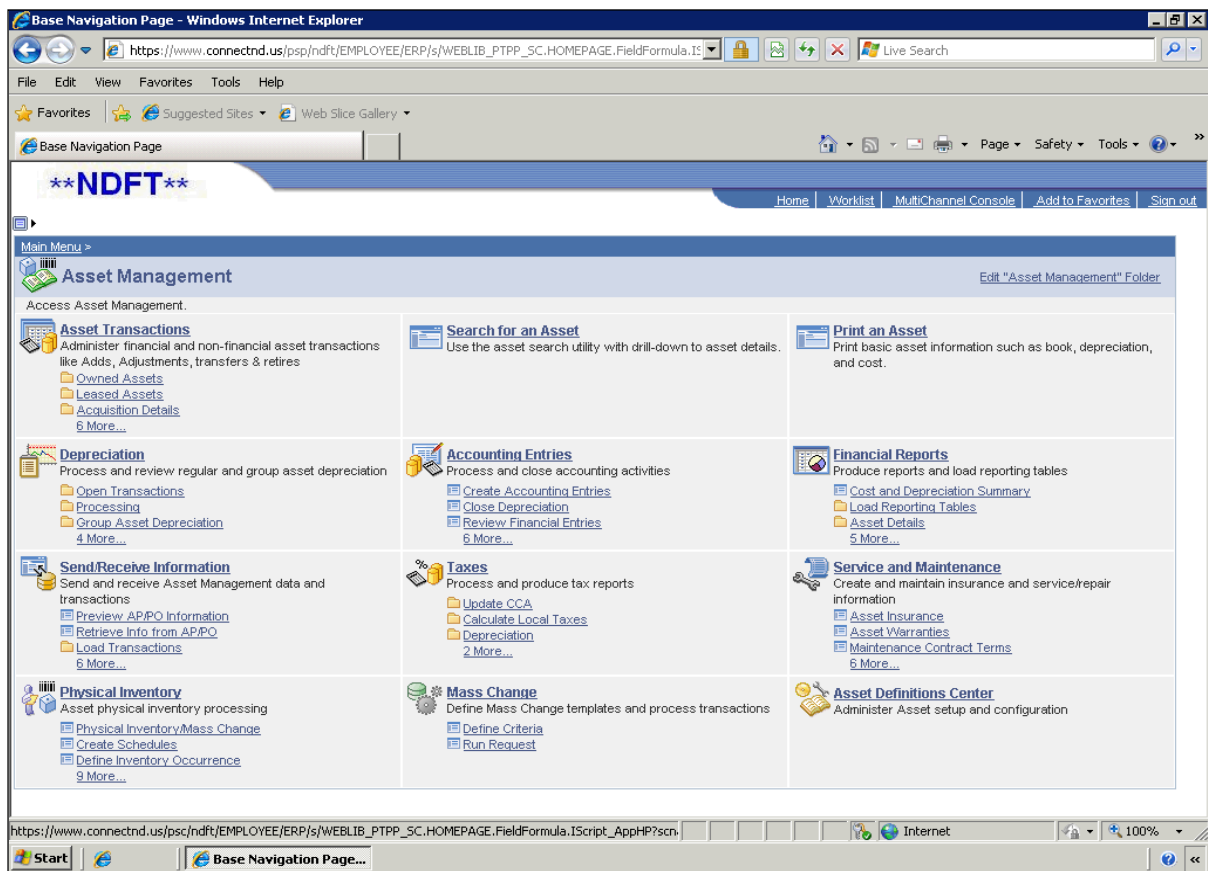
Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

Procedure

This topic shows how to Reinstate an Asset.



Step	Action
1.	Click the Asset Management link. ▶ Asset Management



Step	Action
2.	Click the Asset Transactions link. Asset Transactions
3.	Click the Asset Disposal link. Asset Disposal
4.	Click the Retire/Reinstate Asset link. Retire/Reinstate Asset



Training Guide Module 6 - Assets

Retire/Reinstate Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RETIRE.GBL?PORTALPARA...

File Edit View Favorites Tools Help

Retire/Reinstate Asset

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [dropdown] [11000] [search]

Asset Identification: [begins with dropdown] [text]

Tag Number: [begins with dropdown] [text]

Parent ID: [begins with dropdown] [text] [search]

Description: [begins with dropdown] [text]

Asset Status: [dropdown] [dropdown]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	Search for the asset to reinstate by Business Unit and Asset Identification or Tag Number. Enter the desired information into the Tag Number field. Enter " Test ".
6.	Click the TESTBASICADD link. TESTBASICADD

Retire/Reinstate Asset - Windows Internet Explorer

https://www.connectnd.us/psp/ndr/EMPLOYEE/ERP/c/MANAGE_ASSETS.RETIRE.GBL?PORTALPARAM=...

File Edit View Favorites Tools Help

Retire/Reinstate Asset

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Retire Assets Other Options By Chartfield

Unit: 11000 Asset ID: 000000003186 Wood, Desk Tag: TESTBASICADD Disposed

Trans Date: 03/11/2010 Acctg Date: 03/11/2010 Rate Type: CRRNT

Book Find | View All First 1 of 1 Last

Book Name: GAAP Main Depreciation Book Base Currency: USD As Of: 03/11/2010

Retire As: Retirement by Sale Go Reinstate

Quantity: 0.0000 Cost: 0.00

☒ Copy Changes to Other Books

Retirement Find | View All First 1 of 1 Last

Disposal Code: Retirement by Sale Date/Time: 03/10/10 2:23:54PM Ret Status: New ☐ Reinstate

Quantity: -1.0000 Retirement Amt: -5,643.00 USD

Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00

Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00



Convention: Actual Month Accum Depr: 0.00

Trans Code: Surplus Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss

Save Return to Search Previous in List Next in List Notify

Retire Assets | Other Options | By Chartfield

Step	Action
7.	Click the Reinstate button. 
8.	Input the date you wish to reinstate the asset. Enter the desired information into the Acctg Date field. Enter " 09/30/2009 ".
9.	Click the Save button. 
10.	This will now state the asset is "In Service" and no longer "Disposed".
11.	This topic showed how to Reinstate an Asset. End of Procedure.



ST Lesson 6.5 - Running Reports and Queries

Running Reports and Queries

Running Reports

PeopleSoft has many reports available for users to run on an "as needed" basis. These are standard reports based on the general information most PeopleSoft users need. Many of these do not meet the State of North Dakota's unique needs so several other custom reports have been developed. These reports are generally in a PDF format and can be saved to file or printed. Basics on how to run reports and a list of custom reports and navigation will be shown here.

Running Queries

PeopleSoft has reporting capabilities that allow users to download information maintained on the system whenever needed. Queries are a less formal version of a report. There are several queries already developed for users to run.

ST 6.5.1 - Running Reports

Running Reports

Physical Inventory Report

Navigation: Asset Management > Financial Reports > Asset Details > Asset by Location

Custom Reports Available: Net Asset Listing by Location and the ND Asset Listing by Loc & Doc ID

Asset Balance Report

Navigation: Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

Custom Report Available: ND Net Book by Category and Fund

Retired Asset Report

Navigation: Asset Management > Financial Reports > Retirement > Retirement Information

Custom Report Available: ND Asset Retirement

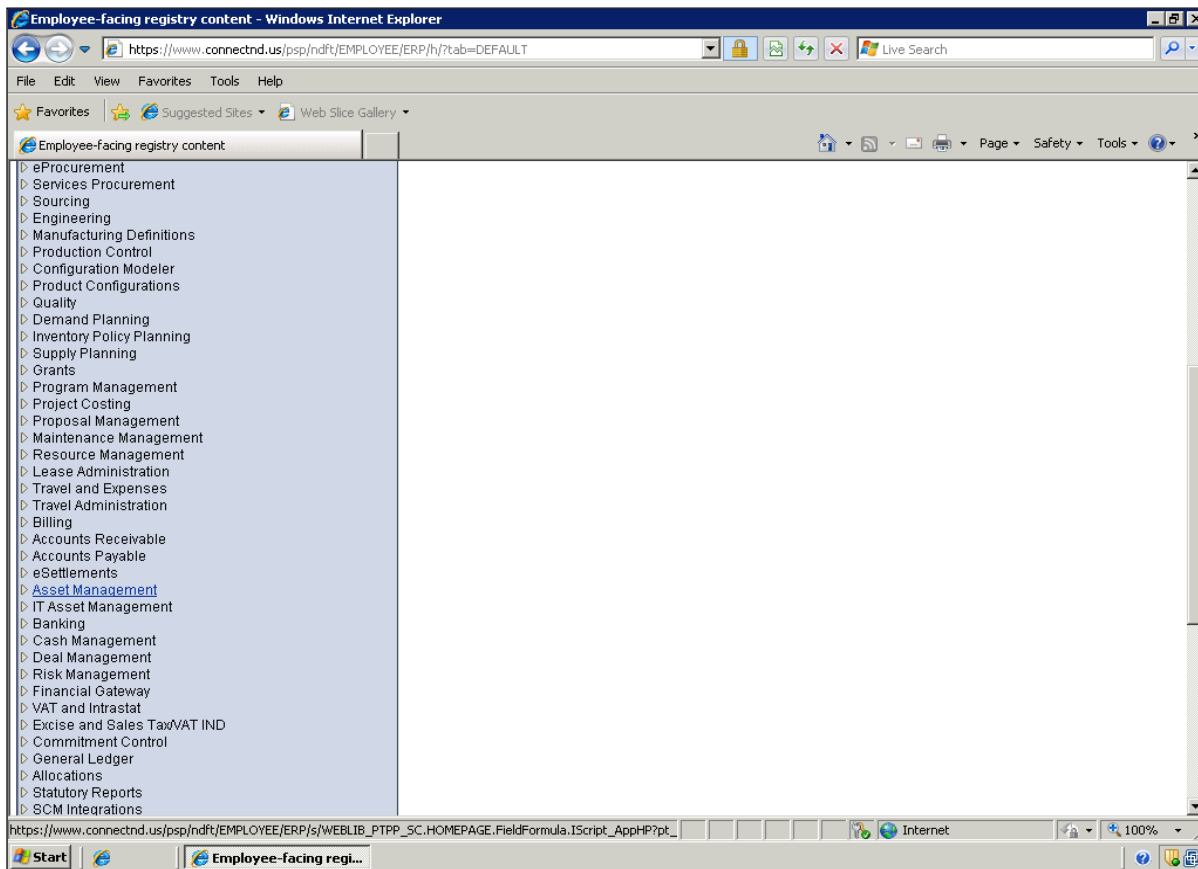
Additions Report


Navigation: Asset Management > Financial Reports > Asset Details > Acquisitions

Custom Report Available: ND Asset Adds and Adjustments

Procedure

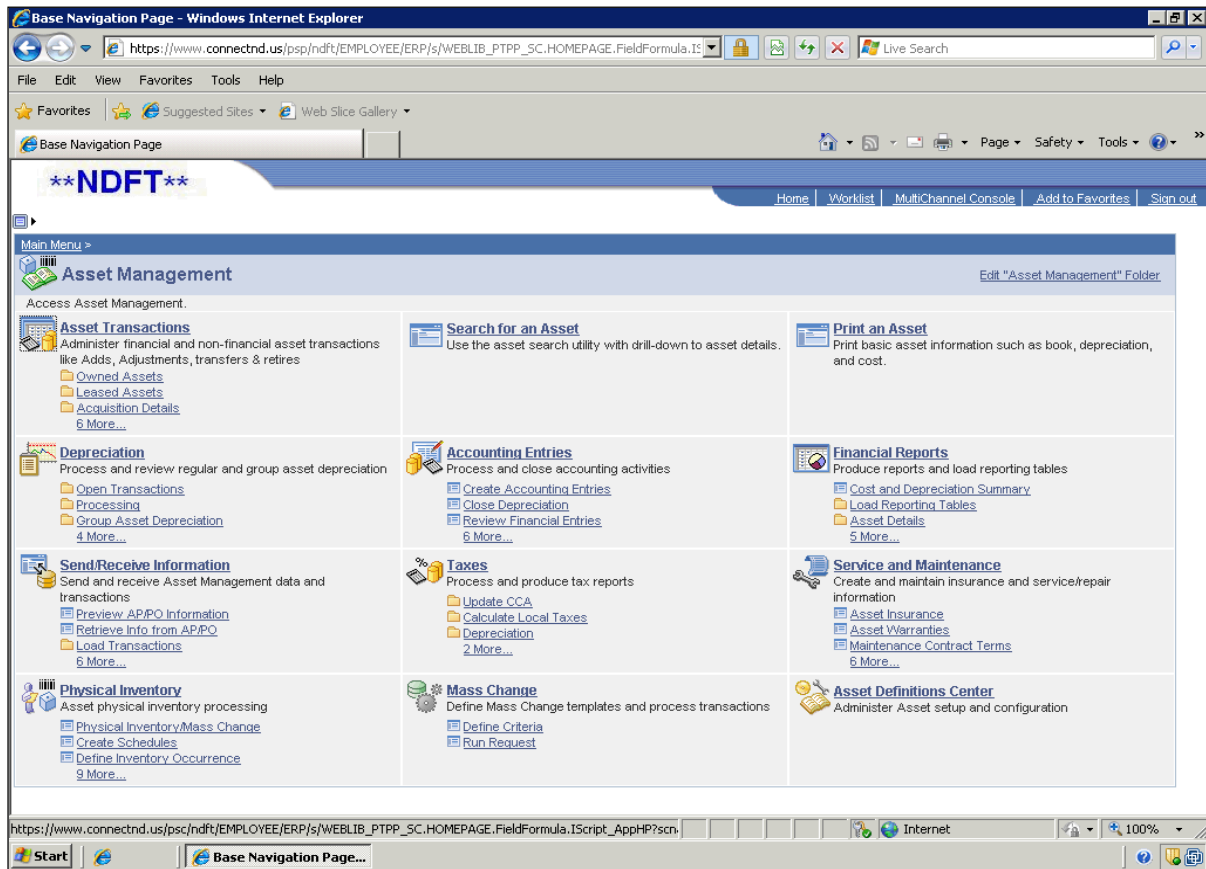
This topic shows how to Run a Report.



Step	Action
1.	Click the Asset Management link. 

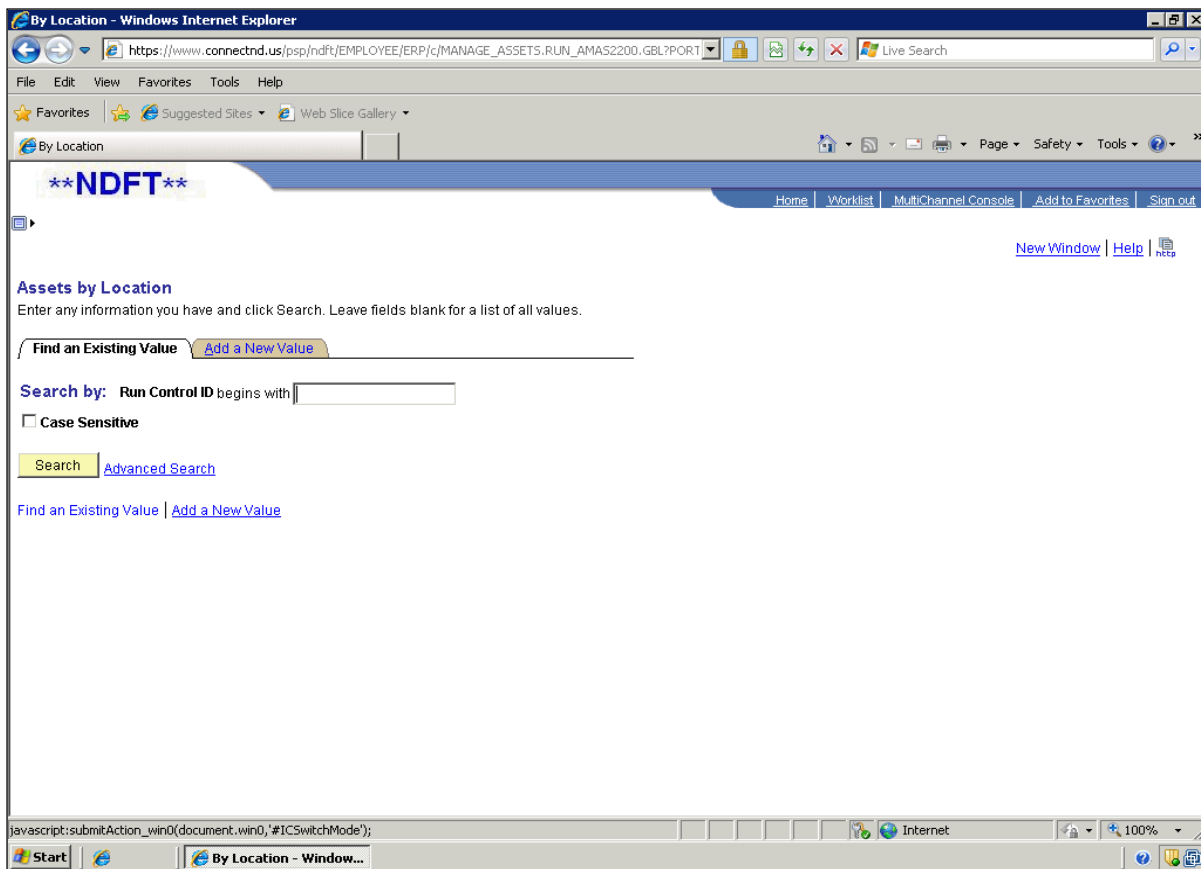


Training Guide Module 6 - Assets



Step	Action
2.	Click the Financial Reports link. Financial Reports
3.	Decision: Select the Report you wish to run. <ul style="list-style-type: none"> Physical Inventory Report Go to step 4 on page 91 Asset Balance Report Go to step 21 on page 100 Retired Asset Report Go to step 41 on page 108 Additions Report Go to step 60 on page 116
4.	Click the Asset Details link. Asset Details
5.	Click the By Location link. By Location


Step	Action
6.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>

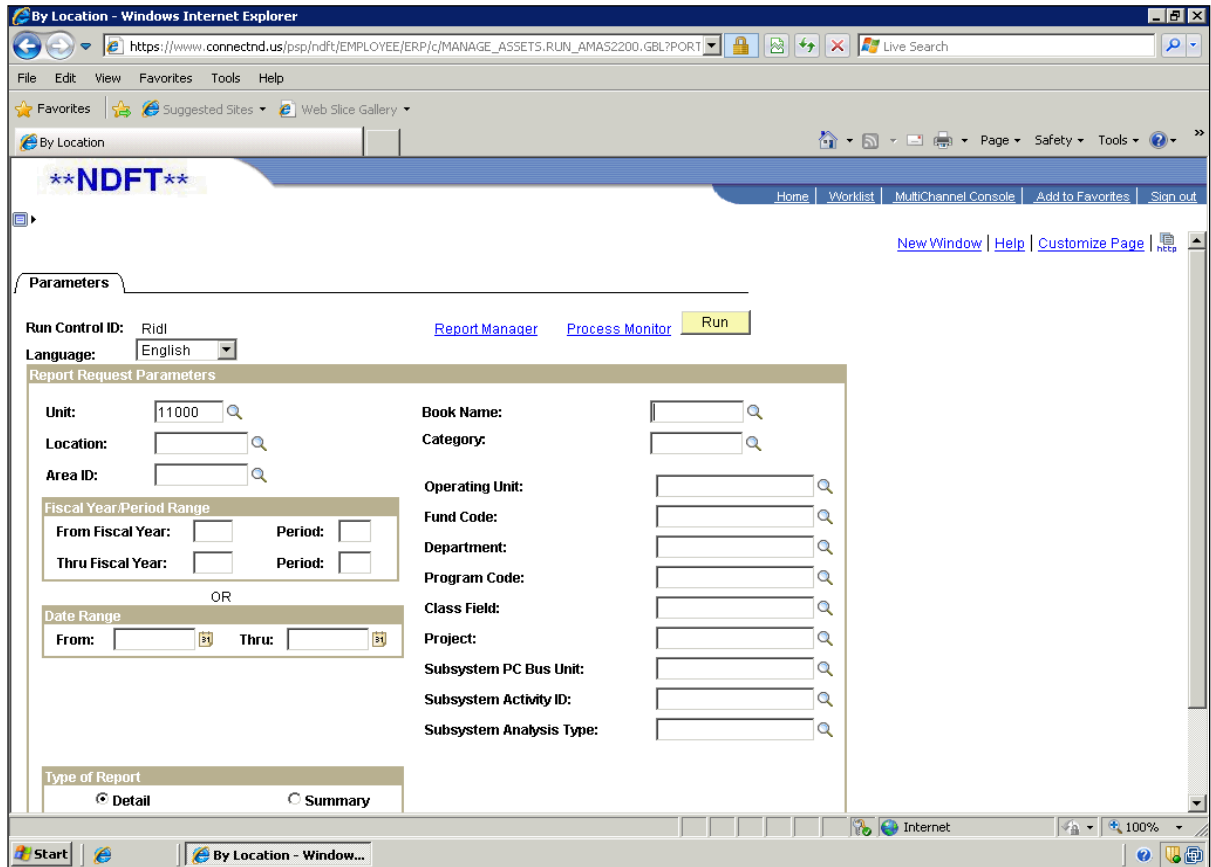


Step	Action
7.	<p>Click the Add a New Value tab.</p> <p>Add a New Value</p>
8.	<p>Enter the desired information into the Run Control ID field. Enter "Ridl".</p>



Training Guide Module 6 - Assets

Step	Action
9.	Click the Add button. 



By Location - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAS2200.GBL?PORT

File Edit View Favorites Tools Help

By Location

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Parameters

Run Control ID: Ridl Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 11000 Book Name: Category: Operating Unit: Fund Code: Department: Program Code: Class Field: Project: Subsystem PC Bus Unit: Subsystem Activity ID: Subsystem Analysis Type:

Fiscal Year/Period Range

From Fiscal Year: Period: Thru Fiscal Year: Period:

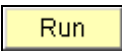
OR

Date Range

From: Thru:

Type of Report

Detail Summary

Step	Action
10.	Enter the desired information into the Book Name field. Enter " gaap ".
11.	Click the Run button. 

By Location - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAS2200.GBL?PORT

File Edit View Favorites Tools Help

By Location

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Process Scheduler Request

User ID: RRIDL@ND.GOV Run Control ID: Ridi

Server Name: Run Date: 03/15/2010

Recurrence: Run Time: 2:02:02PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Asset List by Location	AMAS2200	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Asset List by Asset Id	AMAS2210	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Inventory Rpt (Detail Version)	AMDE4001	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Inventory Rpt (Short Version)	AMDE4002	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	ND Asset Listing by Location	NDS_AM02	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	ND Asset List by Loc & Doc ID	NDS_AM08	Crystal	Web	PDF	Distribution

OK Cancel Refresh

Step	Action
12.	<p>Select the report you wish to run.</p> <p>Click the Select option.</p> <input type="checkbox"/>
13.	<p>Click the OK button.</p> <input type="button" value="OK"/>



Training Guide Module 6 - Assets

By Location - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAS2200.GBL?PORT

File Edit View Favorites Tools Help

By Location

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Parameters

Run Control ID: Ridi [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 5544780

Report Request Parameters

Unit: 11000 Book Name: GAAP

Location: Category:

Area ID:

Operating Unit:

Fiscal Year/Period Range

From Fiscal Year: 2009 Period: 1

Thru Fiscal Year: 2009 Period: 12

OR

Date Range

From: Thru:

Fund Code:

Department:

Program Code:

Class Field:

Project:

Subsystem PC Bus Unit:

Subsystem Activity ID:

Subsystem Analysis Type:

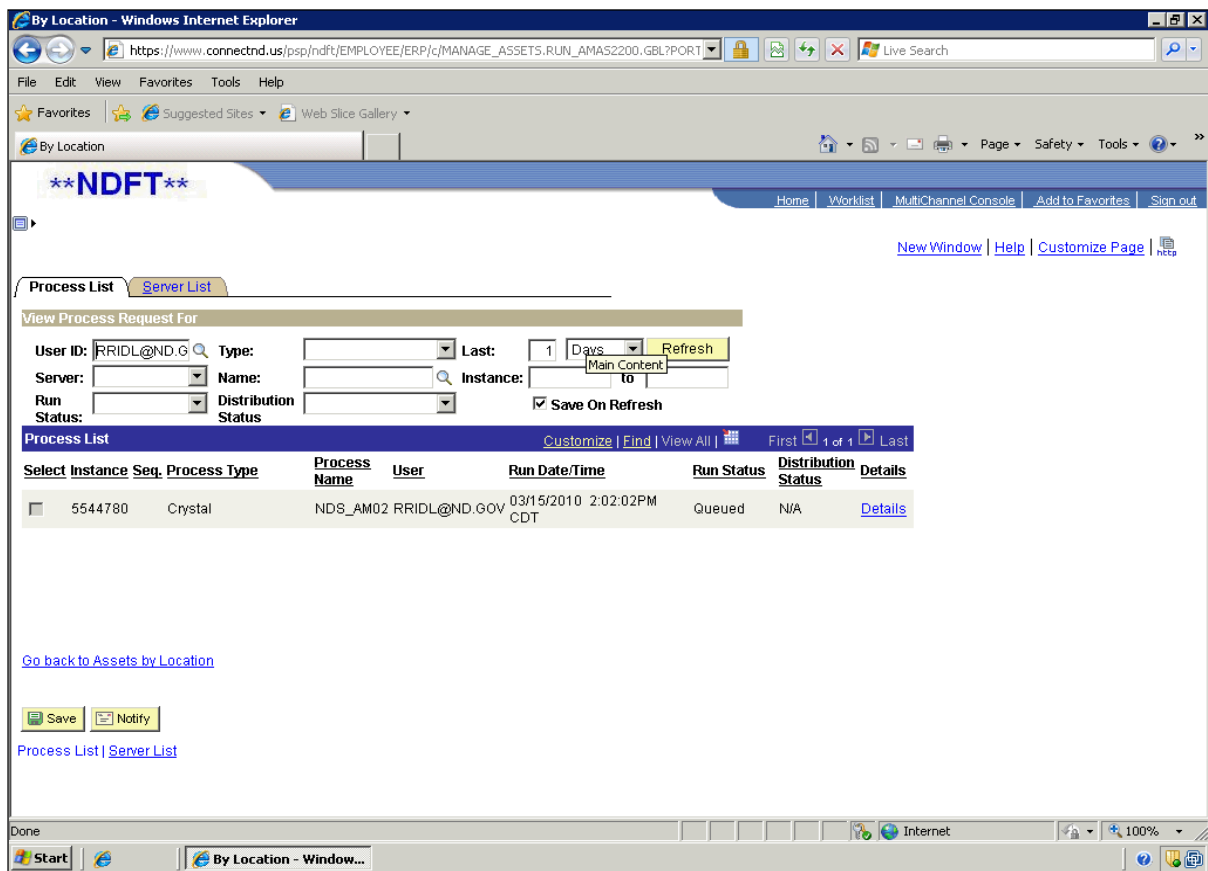
Type of Report



☒ Detail ☐ Summary

javascript:submitAction_win0(document.win0,PRCSRQSTDLG_WRK_LOADPRCSMONITORPB);

Start By Location - Window... Internet 100%

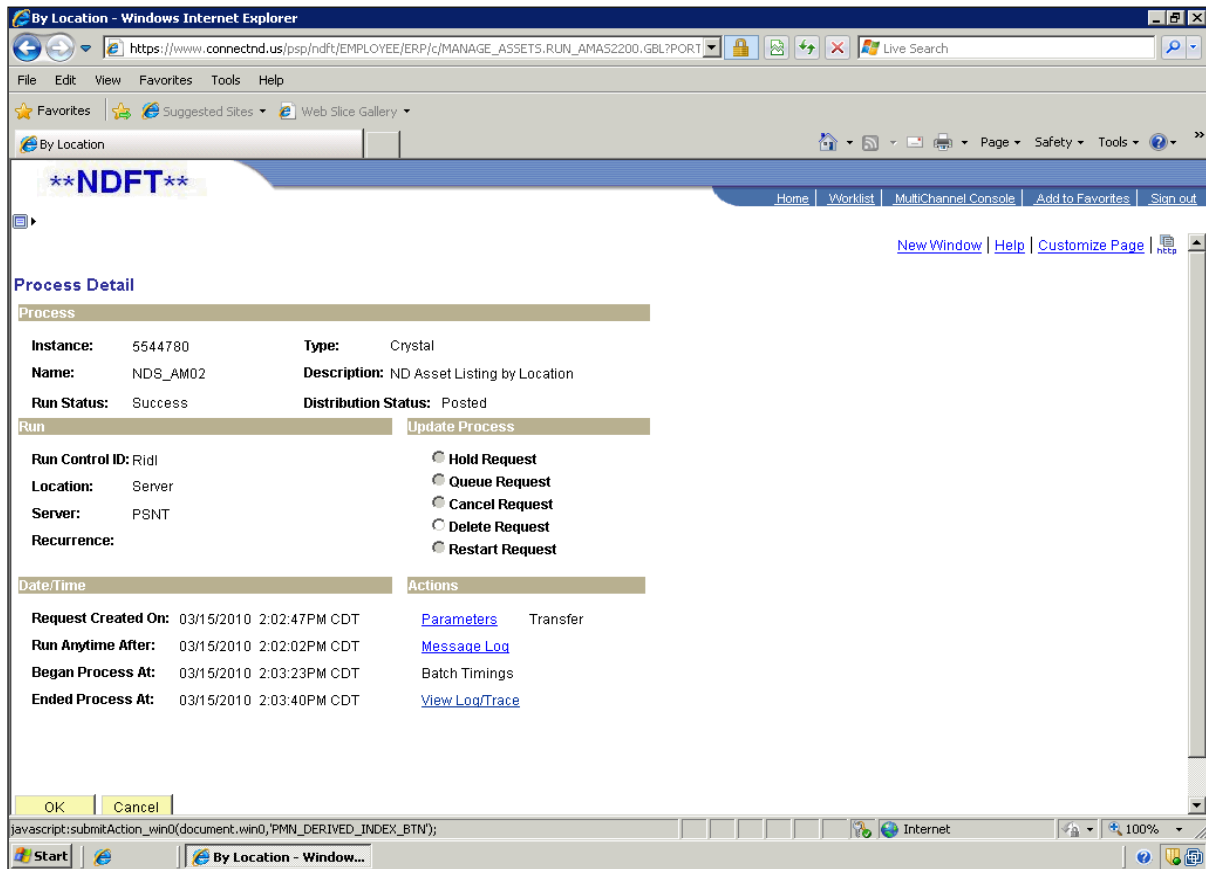
Step	Action
14.	Click the Process Monitor link. Process Monitor



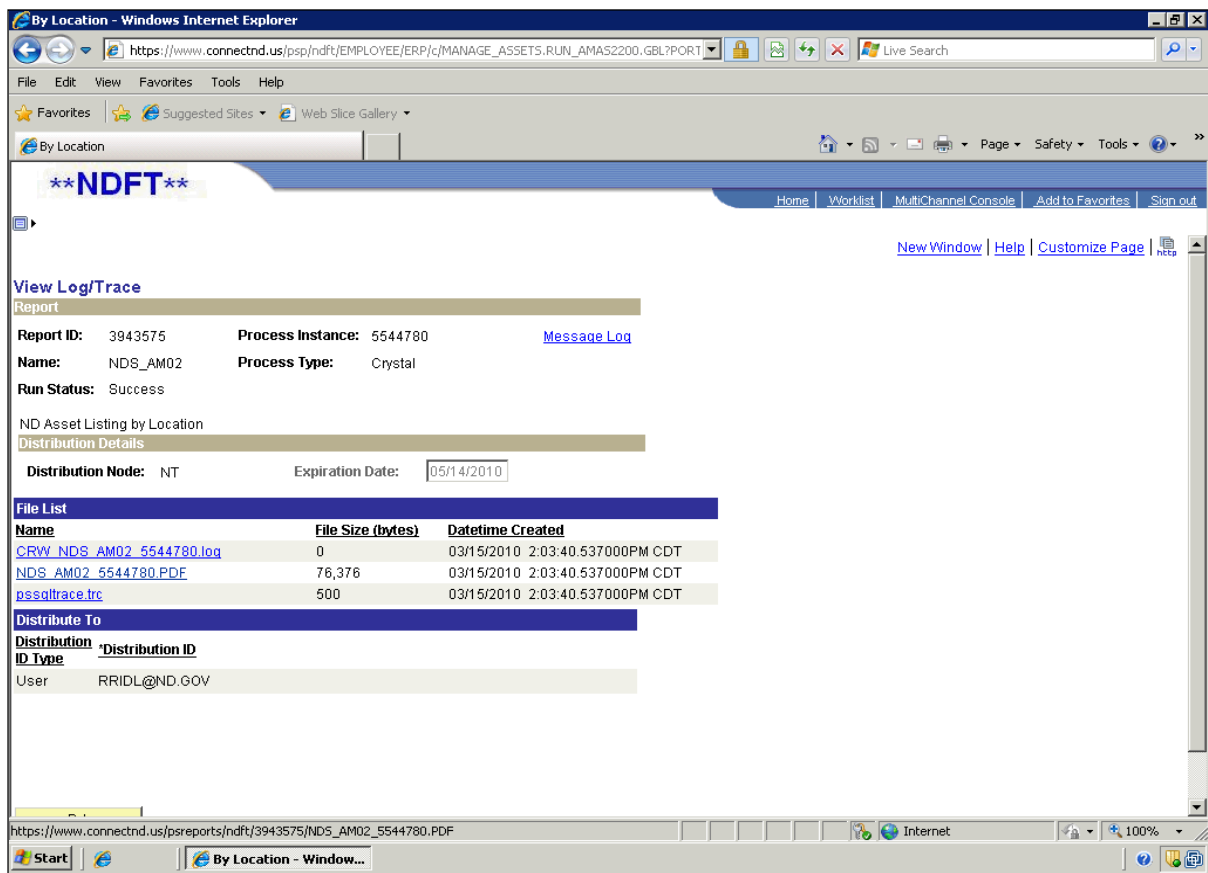
Step	Action
15.	<p>Click Refresh periodically to update the Run Status. Once the Status is Success and the Distribution Status is Posted, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
16.	<p>Click the Details link.</p> 



Training Guide Module 6 - Assets



Step	Action
17.	Click the View Log/Trace link. View Log/Trace




Step	Action
18.	Click the NDS_AM02_5544780.PDF link. NDS_AM02_5544780.PDF

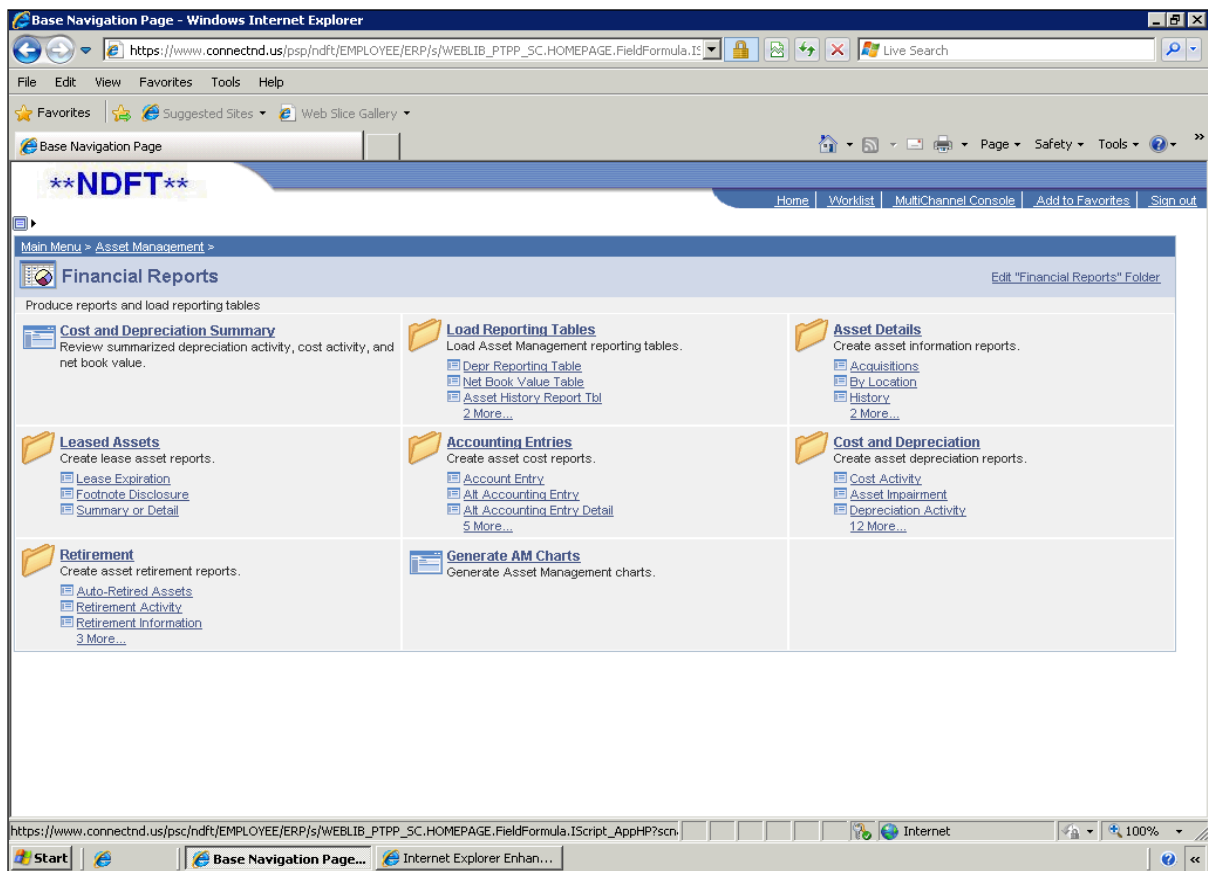


Training Guide Module 6 - Assets

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying https://www.connectnd.us/psreports/ndft/3943575/ND5_AM02_5544780.PDF. The main content area displays a report titled "Asset List By Location" for the "Office of Management and Budget". The report includes a table with the following columns: Tag, Description, Asset ID, Transfer Date/Manufacturer, Budgeted Cost, Actual Cost, and Calculation. The table lists several assets, including Fire Suppression Systems, Storage Containers, and Wood Decks. The browser window has multiple tabs open, and the taskbar at the bottom shows the Start button and several open applications.

Tag	Description	Asset ID	Transfer Date/Manufacturer	Budgeted Cost	Actual Cost	Calculation
BLDCK01_007	Fire Suppression System	5108		\$100	\$,001,250	
BLDCK01_008	Storage Container Project	5108		\$100	\$,001,250	
CON0001	Storage Containers	32508		\$100	\$,001,250	
CON001A	Tallier Assembled KT2	102018		\$100	\$,001,250	
CON001A	Storage Container	102018		\$100	\$,001,250	
TRSTC001	Wood Deck	7109		\$148	\$,001,250	
TRSTC002	Wood Deck	7109		\$148	\$,001,250	
TRSTC003	Wood Deck	7109		\$148	\$,001,250	
TRSTC004	Wood Deck	7109		\$148	\$,001,250	
Total for Location				\$,001,250		

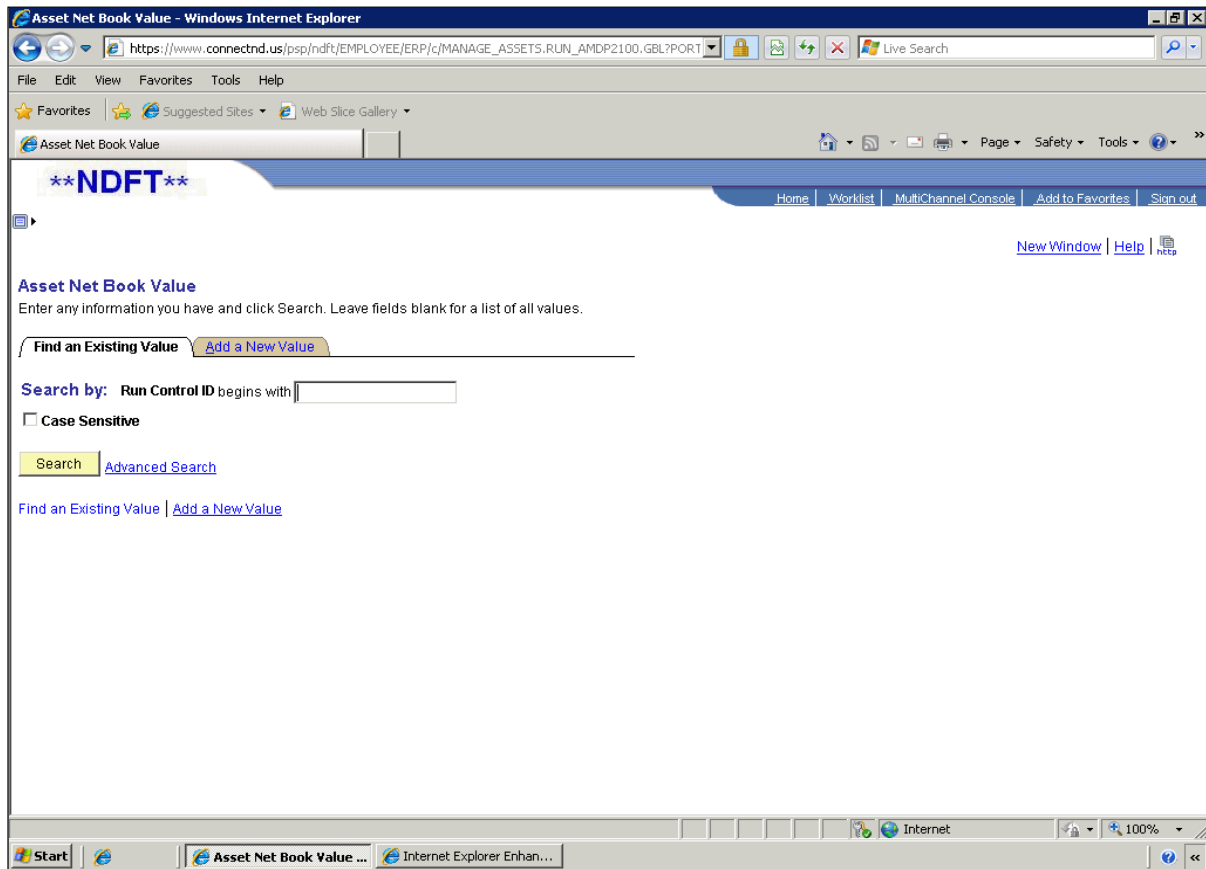
Step	Action
19.	Click the Maximize/Restore button. 
20.	This topic showed how to Run a Physical Inventory Report. End of Procedure. Remaining steps apply to other paths.

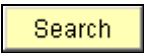



Step	Action
21.	Click the Cost and Depreciation link. <u>Cost and Depreciation</u>
22.	Click the Asset Net Book Value link. <u>Asset Net Book Value</u>
23.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run Control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>



Training Guide Module 6 - Assets



Step	Action
24.	Once you have a Run Control ID established you can select it here. Click the Search button. 
25.	Click the Ridl link. 

Asset Net Book Value - Windows Internet Explorer

Address: https://www.connectnd.us/psp/ndr/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMDP2100.GBL?PORT

Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Links: New Window | Help | Customize Page

Parameters

Run Control ID: Ridi [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Print Options

Report Request Parameters

Unit: 11000

Book Name: 9

As Of Fiscal Year: Period:

OR

Date Range

As of Date: 03/15/2010

Type of Report

☒ Detail ☐ Summary

☒ Include Transfers ☒ Include Retirements

Location:

Category:

Operating Unit:

Fund Code:

Department:

Program Code:


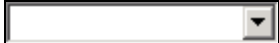

Class Field:

Project:

Subsystem PC Bus Unit:

Subsystem Activity ID:

Subsystem Analysis Type:

Step	Action
26.	Enter the desired information into the Book Name field. Enter "gaap".
27.	Enter the desired information into the As Of Fiscal Year field. Enter "2009".
28.	Enter the desired information into the Period field. Enter "12".
29.	Click the Expand section button. 
30.	Select option to run Report by. In this case we will select "Account". Click the Report By list. 
31.	Click the Run button. 



Training Guide Module 6 - Assets

Asset Net Book Value - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMDP2100.GBL?PORT

File Edit View Favorites Tools Help

Asset Net Book Value

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page: Saved

Process Scheduler Request

User ID: RRIDL@ND.GOV Run Control ID: Ridi

Server Name: Run Date: 03/15/2010

Recurrence: Run Time: 4:28:00PM [Reset to Current Date/Time](#)

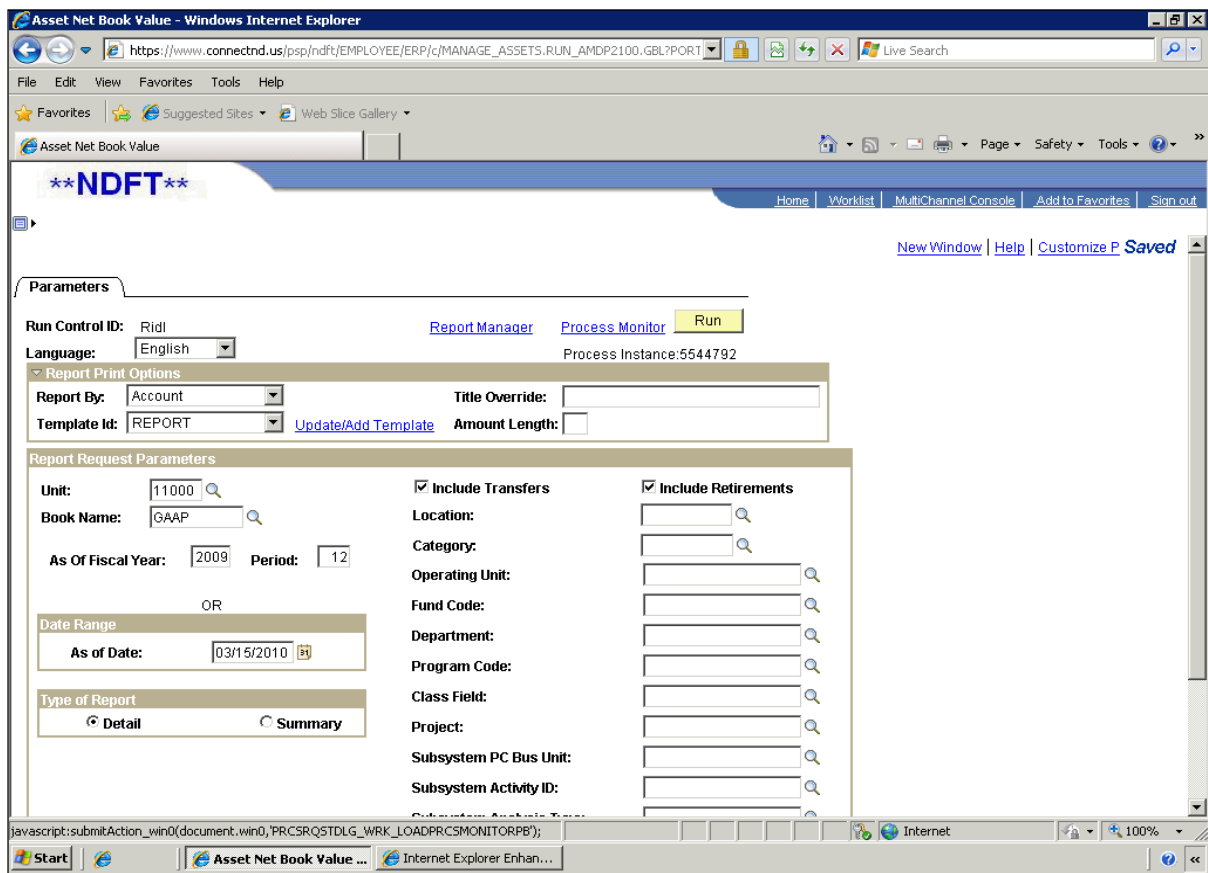
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Asset Net Book Value Detail	AMDP2100	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	French Net Book Value Account	AMFR2120	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	ND Net Book By Category & Fund	NDS_AM01	Crystal	Web	PDF	Distribution

OK Cancel Refresh

Step	Action
32.	Select the report you wish to run. Click the Select option. <input checked="" type="checkbox"/>
33.	Click the OK button. <input type="button" value="OK"/>



Step	Action
34.	Click the Process Monitor link. Process Monitor



Training Guide Module 6 - Assets

Asset Net Book Value - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMP2100.GBL?PORT

File Edit View Favorites Tools Help

Asset Net Book Value

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Custc

Process List Server List

View Process Request For

User ID: RRIDL@ND.G Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status ☒ Save On Refresh

Process List Customize Find View All First 1-3 of 3 Last

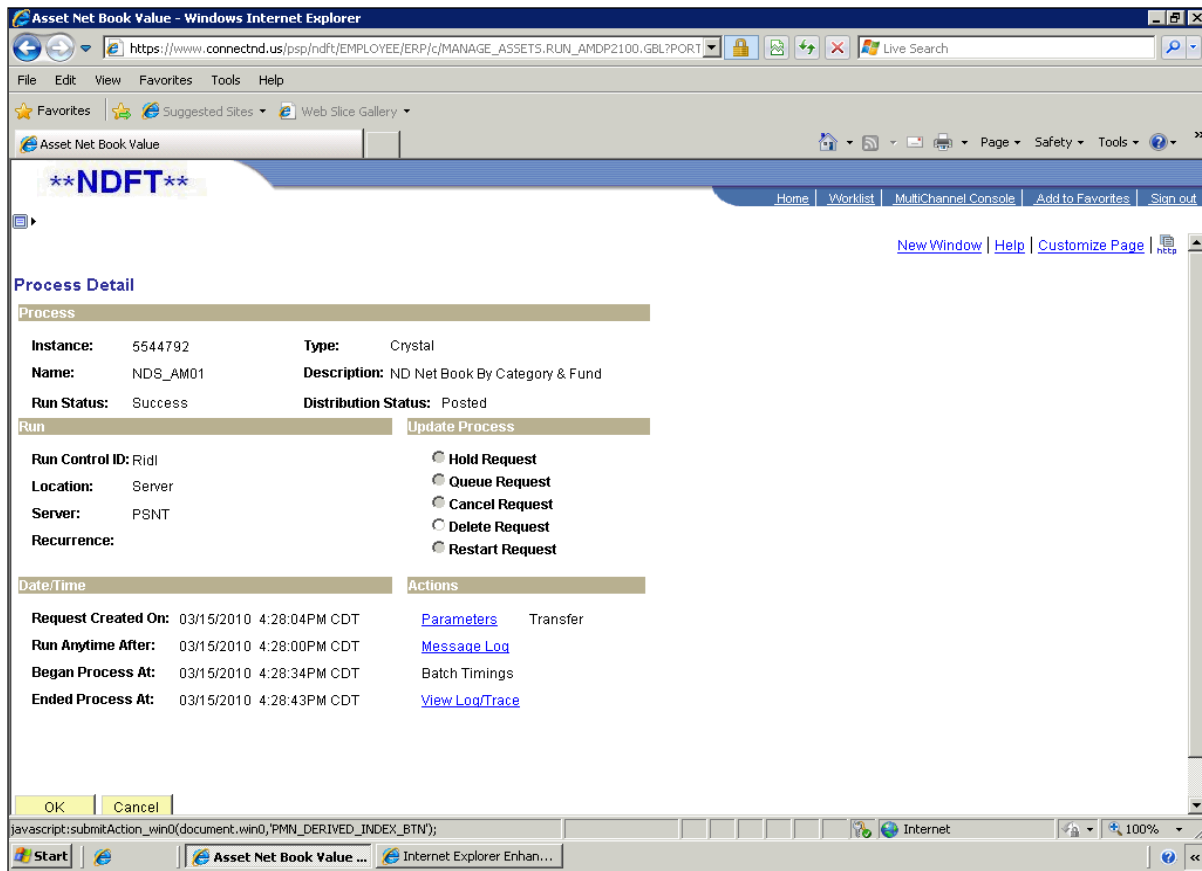
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5544792		Crystal	NDS_AM01	RRIDL@ND.GOV	03/15/2010 4:28:00PM CDT	Queued	N/A	Details
<input type="checkbox"/>	5544791		Crystal	NDS_AM08	RRIDL@ND.GOV	03/15/2010 4:11:10PM CDT	Success	Posted	Details
<input type="checkbox"/>	5544780		Crystal	NDS_AM02	RRIDL@ND.GOV	03/15/2010 2:02:02PM CDT	Success	Posted	Details

[Go back to Asset Net Book Value](#)

Save Notify

Process List | Server List

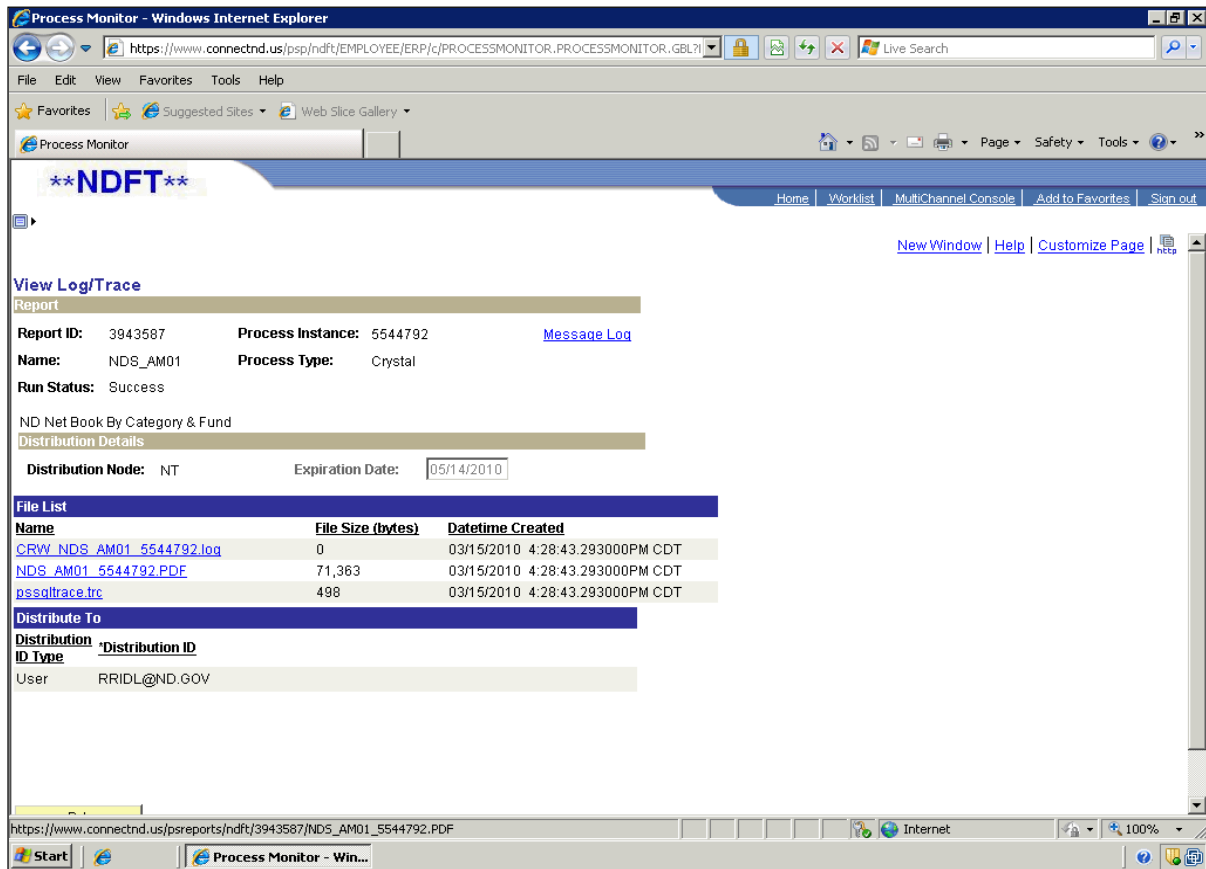
Step	Action
35.	<p>Click Refresh periodically to update the Run Status. Once the Status is Success and the Distribution Status is Posted, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <p>Refresh</p>
36.	<p>Click the Details link.</p> <p>Details</p>



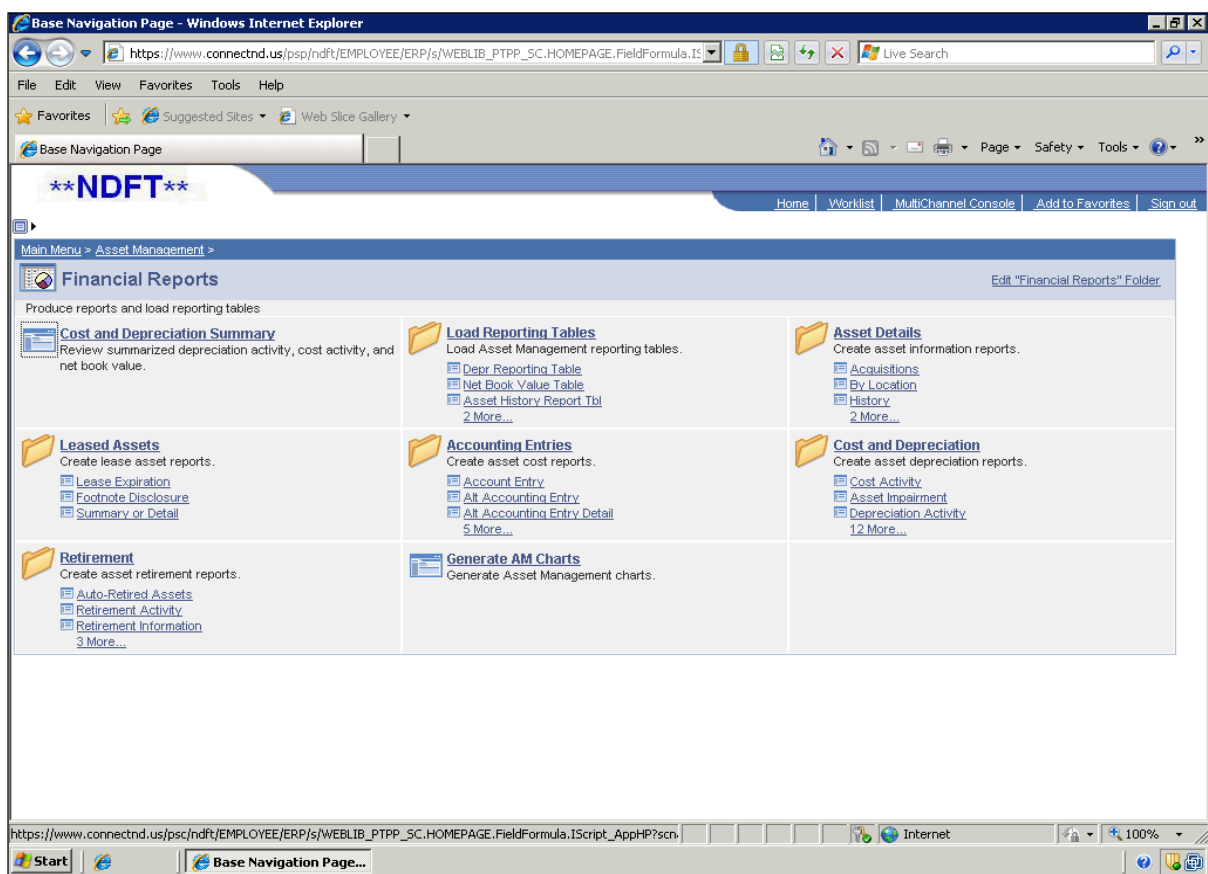
Step	Action
37.	Click the View Log/Trace link. View Log/Trace



Training Guide Module 6 - Assets



Step	Action
38.	Click the NDS_AM01_5544792.PDF link.
39.	An example of this report is shown.
40.	This topic showed how to Run an Asset Balance Report. End of Procedure. Remaining steps apply to other paths.



Step	Action
41.	Click the Retirement link. Retirement
42.	Click the Retirement Information link. Retirement Information
43.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run Control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>



Training Guide Module 6 - Assets

Retirement Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMRT2000.GBL?PORT

File Edit View Favorites Tools Help

Retirement Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Retirement Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

Step	Action
44.	Enter the desired information into the begins with field. Enter " Ridl ".
45.	Click the Search button. <div>Search</div>

Retirement Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMRT2000.GBL?PORT

File Edit View Favorites Tools Help

Retirement Information

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Retirement Information

Run Control ID: Ridi Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 11000

Book Name: GAAP

Fiscal Year/Period Range

From Fiscal Year: 2009 Period: 1

Thru Fiscal Year: 2009 Period: 12

OR

Date Range

From: Thru:

Type of Report

☒ Detail ☐ Summary

Category:

Operating Unit:

Fund Code:

Department:

Program Code:

Class Field:

Project:

Subsystem PC Bus Unit:

Subsystem Activity ID:



Subsystem Analysis Type:

Save Return to Search Notify Refresh Add Update/Display

Done

Internet 100%

Start Retirement Informati...

Step	Action
46.	Enter the desired information into the Book Name field. Enter " gaap ".
47.	Enter the desired information into the From field. Enter " 07/01/2007 ".
48.	Enter the desired information into the Thru field. Enter " 06/30/2009 ".
49.	Click the Detail option. 
50.	Click the Run button. 



Training Guide Module 6 - Assets

Retirement Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMRT2000.GBL?PORT

File Edit View Favorites Tools Help

Retirement Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page: Saved

Process Scheduler Request

User ID: RRIDL@ND.GOV Run Control ID: Ridi

Server Name: Run Date: 03/16/2010

Recurrence: Run Time: 10:30:37AM [Reset to Current Date/Time](#)

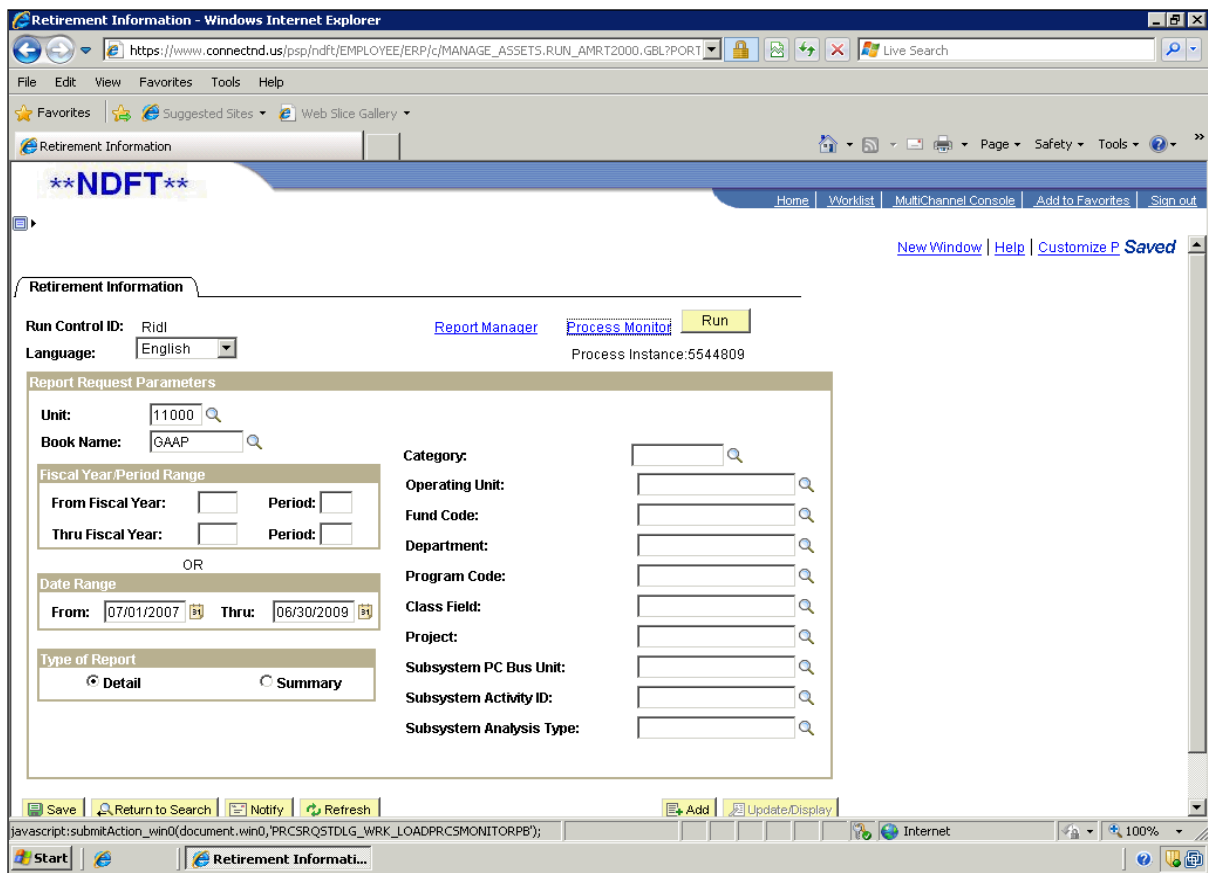
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Retirement Report by Chartfiel	AMRT2000	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Retirement Report by In Servic	AMRT2010	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	ND Asset Retirement	NDS_AM03	Crystal	Web	PDF	Distribution

OK Cancel Refresh

Step	Action
51.	Select the report you wish to run. Click the Select option. <input checked="" type="checkbox"/>
52.	Click the OK button. <input type="button" value="OK"/>



Step	Action
53.	Click the Process Monitor link.



Training Guide Module 6 - Assets

Retirement Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMRT2000.GBL?PORT

File Edit View Favorites Tools Help

Retirement Information

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Custc

Process List Server List

View Process Request For

User ID: RRIDL@ND.G Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5544809		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 10:30:37AM CDT	Queued	N/A	Details
<input type="checkbox"/>	5544808		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 10:28:27AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544807		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 10:18:24AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544803		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 9:54:00AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544802		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 9:52:29AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544800		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 9:49:54AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544799		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 9:48:46AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544798		Crystal	NDS_AM03	RRIDL@ND.GOV	03/16/2010 9:39:47AM CDT	Success	Posted	Details
<input type="checkbox"/>	5544792		Crystal	NDS_AM01	RRIDL@ND.GOV	03/15/2010 4:28:00PM CDT	Success	Posted	Details
<input type="checkbox"/>	5544791		Crystal	NDS_AM08	RRIDL@ND.GOV	03/15/2010 4:11:10PM CDT	Success	Posted	Details

Done

Start Retirement Informati...

Internet 100%

Step	Action
54.	<p>Click Refresh periodically to update the Status. Once the Status is Success and the Distribution Status is Posted, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <p>Refresh</p>
55.	<p>Click the Details link.</p> <p>Details</p>



Step	Action
56.	Click the View Log/Trace link.



Training Guide Module 6 - Assets

Retirement Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMRT2000.GBL?PORT

File Edit View Favorites Tools Help

Retirement Information

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

View Log/Trace

Report

Report ID: 3943592 Process Instance: 5544798 Message Log

Name: NDS_AM03 Process Type: Crystal

Run Status: Success

ND Asset Retirement

Distribution Details

Distribution Node: NT Expiration Date: 05/15/2010

File List

Name	File Size (bytes)	Datetime Created
CRW_NDS_AM03_5544798.log	0	03/16/2010 9:40:55.820000AM CDT
NDS_AM03_5544798.PDF	23,759	03/16/2010 9:40:55.820000AM CDT
psalltrace.trc	500	03/16/2010 9:40:55.820000AM CDT

Distribute To

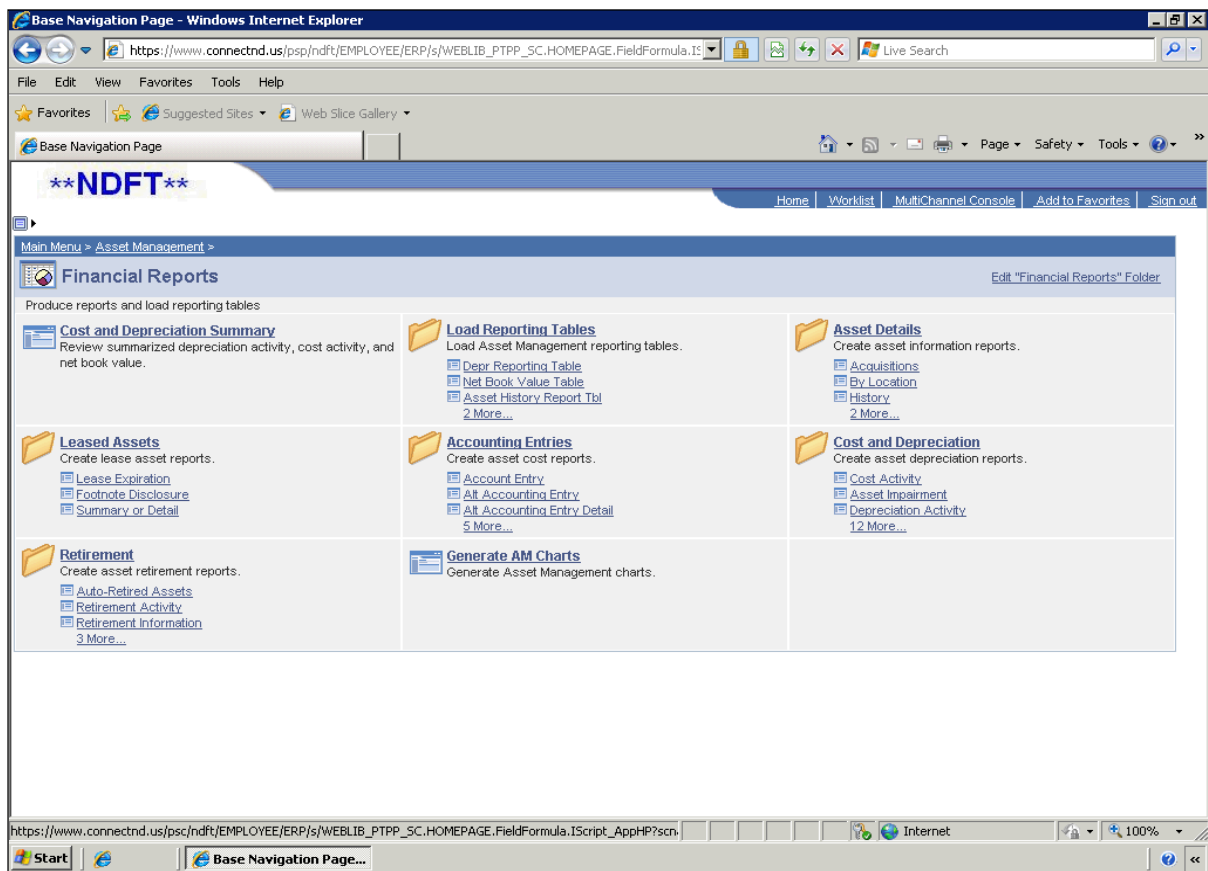
Distribution ID Type

User: RRIDL@ND.GOV

https://www.connectnd.us/psreports/ndft/3943592/NDS_AM03_5544798.PDF

Start Retirement Informati...

Step	Action
57.	Click the NDS_AM03_5544798.PDF link. NDS_AM03_5544798.PDF
58.	An example of the report is shown.
59.	This topic shows how to Run a Retired Asset Report. End of Procedure. Remaining steps apply to other paths.



Step	Action
60.	Click the Asset Details link. <u>Asset Details</u>
61.	Click the Acquisitions link. <u>Acquisitions</u>
62.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run Control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>



Training Guide Module 6 - Assets

Acquisitions - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAS2100.GBL?PORT

File Edit View Favorites Tools Help

Acquisitions

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Parameters

Run Control ID: Ridl [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Print Options

Report Request Parameters

Unit: 11000

Book Name: GAAP

Fiscal Year/Period Range

From Fiscal Year: Thru Fiscal Year: Period: Period:

OR

Date Range

From: 07/01/2007 Thru: 06/30/2009

Type of Report

Detail Summary


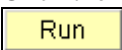
Category: Operating Unit: Fund Code: Department: Program Code: Class Field: Project: Subsystem PC Bus Unit: Subsystem Activity ID: Subsystem Analysis Type:

javascript:submitAction_win0(document.win0,'REPORT_OPTIONS');

Start Acquisitions - Window...

Internet 100%

Step	Action
63.	Enter the desired information into the begins with field. Enter " Ridl ".

Step	Action
64.	Click the Expand section button. 
65.	For this report enter the Book Name and Date Range for the fiscal year.
66.	Click the Run button. 

Acquisitions - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAS2100.GBL?PORT

File Edit View Favorites Tools Help

Acquisitions

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page Saved

Process Scheduler Request

User ID: RRIDL@ND.GOV Run Control ID: Ridi

Server Name: Run Date: 03/16/2010

Recurrence: Run Time: 10:46:22AM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Asset Acquisitions by Chartie	AMAS2100	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Asset Acquisitions by In Servi	AMAS2110	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	ND Asset Adds & Adjustments	NDS_AM06	Crystal	Web	PDF	Distribution

OK Cancel Refresh

Step	Action
67.	<p>Select the report you wish to run.</p> <p>Click the Select option.</p> <input type="checkbox"/>
68.	<p>Click the OK button.</p> <input type="button" value="OK"/>



Training Guide Module 6 - Assets

Acquisitions - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAS2100.GBL?PORT

File Edit View Favorites Tools Help

Acquisitions

Home Worklist MultiChannel Console Add to Favorites Sign out

NDFT

Parameters

Run Control ID: Ridi [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English [Go to Process Monitor](#)

Report Print Options

Report By: DEPTID Title Override:

Template Id: REPORT [Update/Add Template](#) Amount Length:

Report Request Parameters

Unit: 11000

Book Name: GAAP

Fiscal Year/Period Range

From Fiscal Year: Period: Thru Fiscal Year: Period:

OR

Date Range

From: 07/01/2007 Thru: 06/30/2009

Type of Report

☒ Detail ☐ Summary

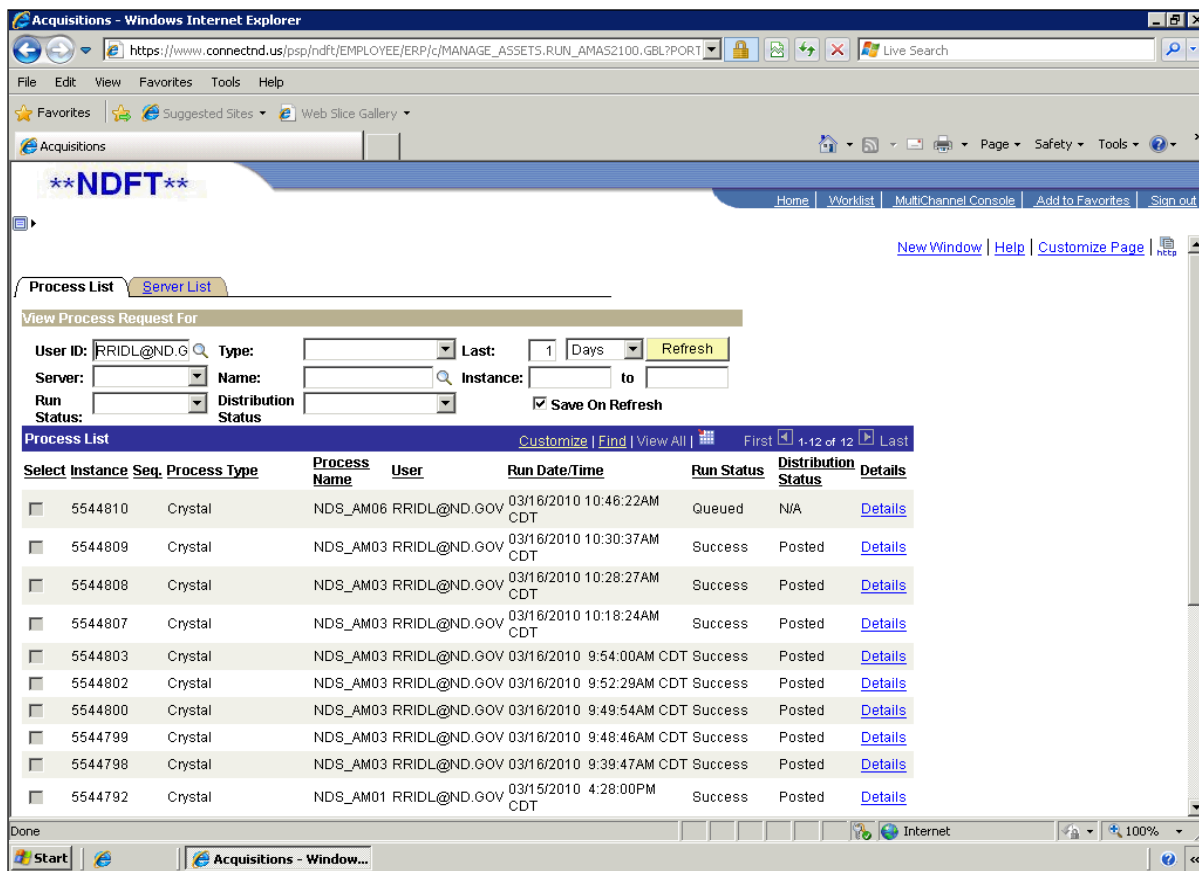
Category: Operating Unit: Fund Code: Department: Program Code: Class Field: Project: Subsystem PC Bus Unit: Subsystem Activity ID: Subsystem Analysis Type:

javascript:submitAction_win0(document.win0,'PRCSRQSTDLG_WRK_LOADPRCSMONITORPB');

Start Acquisitions - Window...

Internet 100%

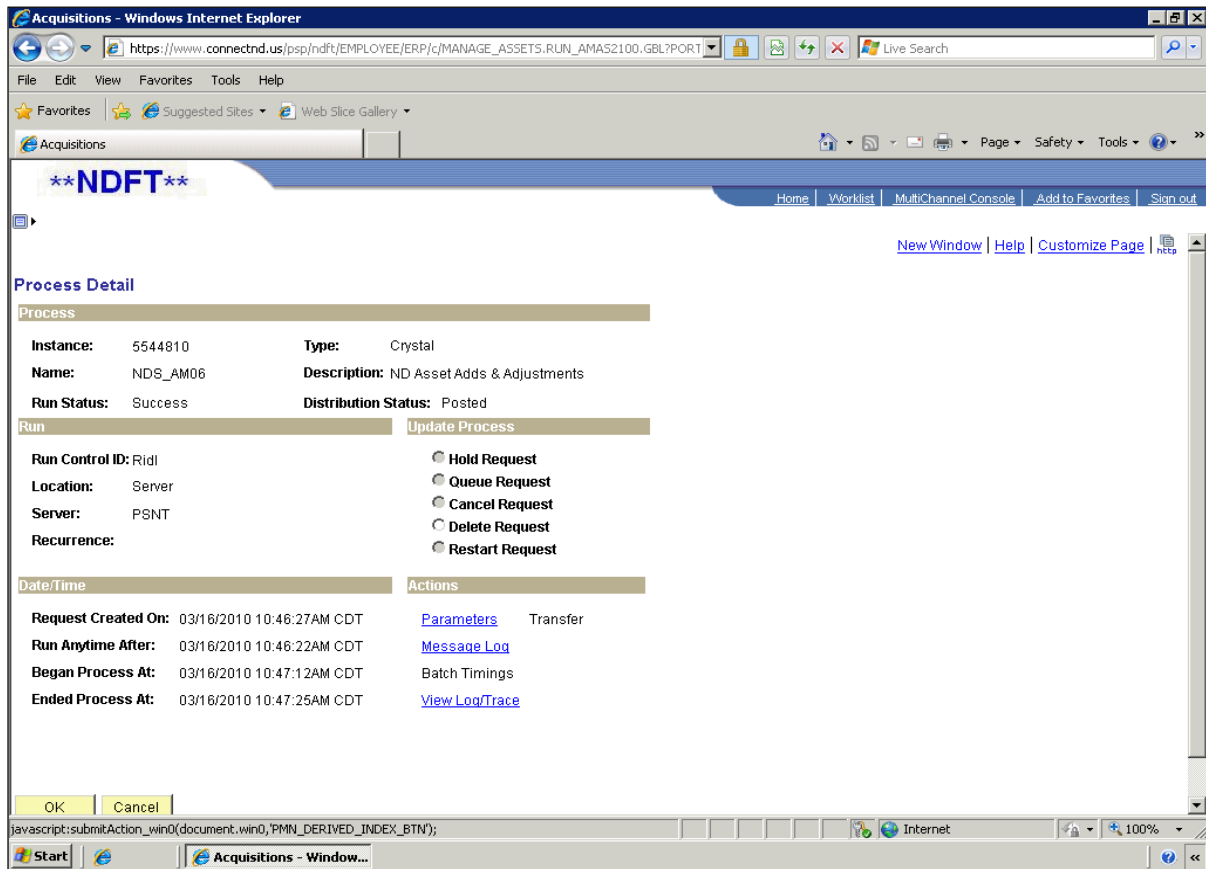
Step	Action
69.	Click the Process Monitor link. Process Monitor



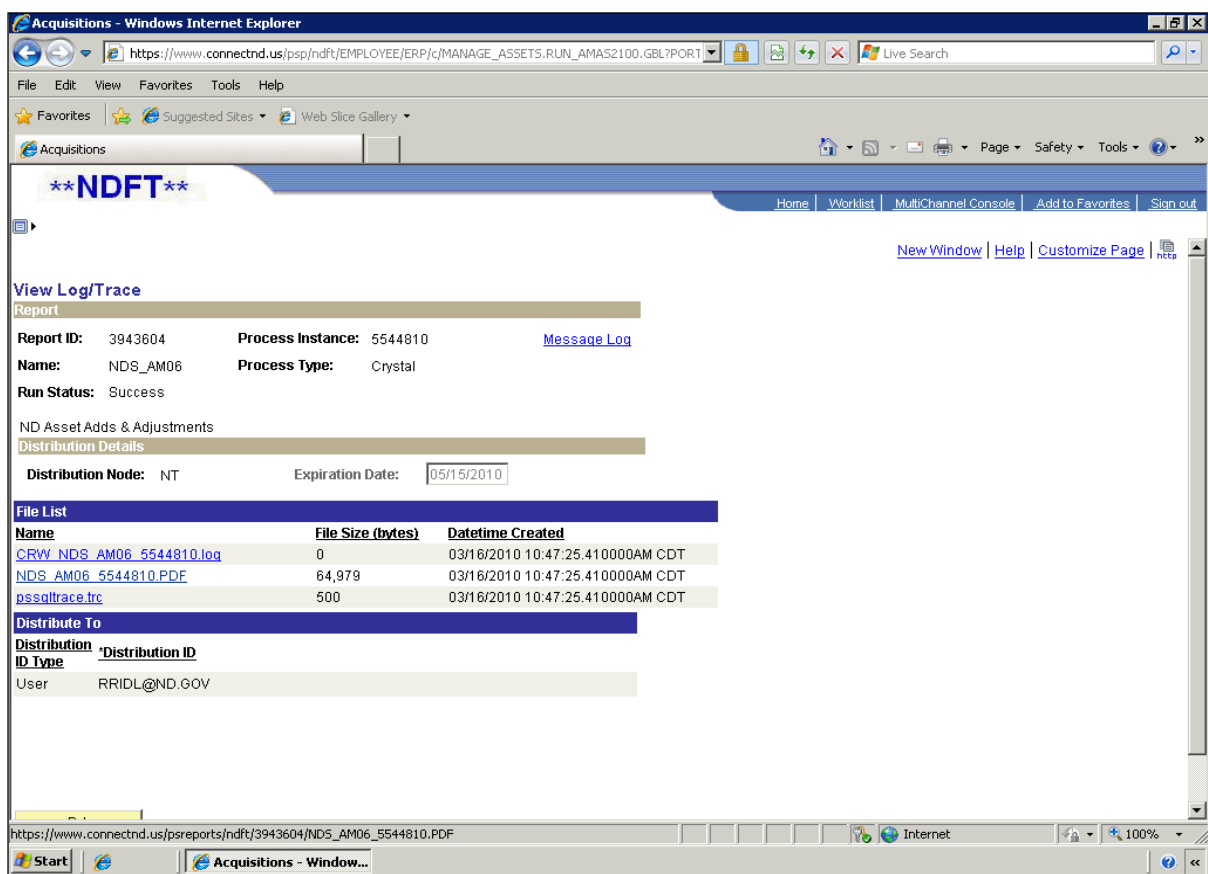
Step	Action
70.	<p>Click Refresh periodically to update the Status. Once the Status is Success and the Distribution Status is Posted, click on the Details hyperlink</p> <p>Click the Refresh button.</p> <p>Refresh</p>
71.	<p>Click the Details link.</p> <p>Details</p>



Training Guide Module 6 - Assets



Step	Action
72.	Click the View Log/Trace link. View Log/Trace



Step	Action
73.	Click the NDS_AM06_5544810.PDF link. NDS_AM06_5544810.PDF
74.	An example of this report is shown here.
75.	This topic shows how to Run an Additions Report. End of Procedure.



ST 6.5.2 - Running Queries

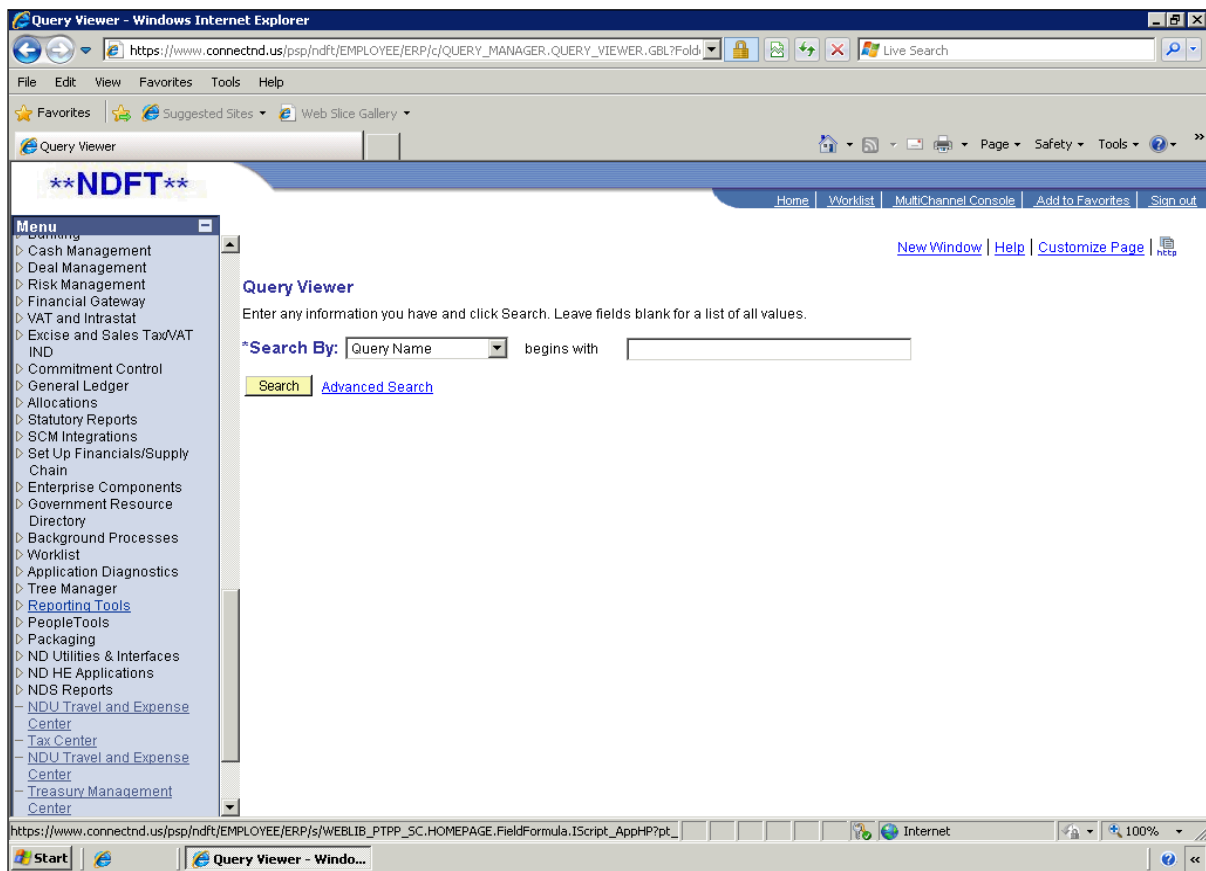
Running Queries


Several queries have been made available for Asset Management. All Asset Management queries begin with NDS_AM.

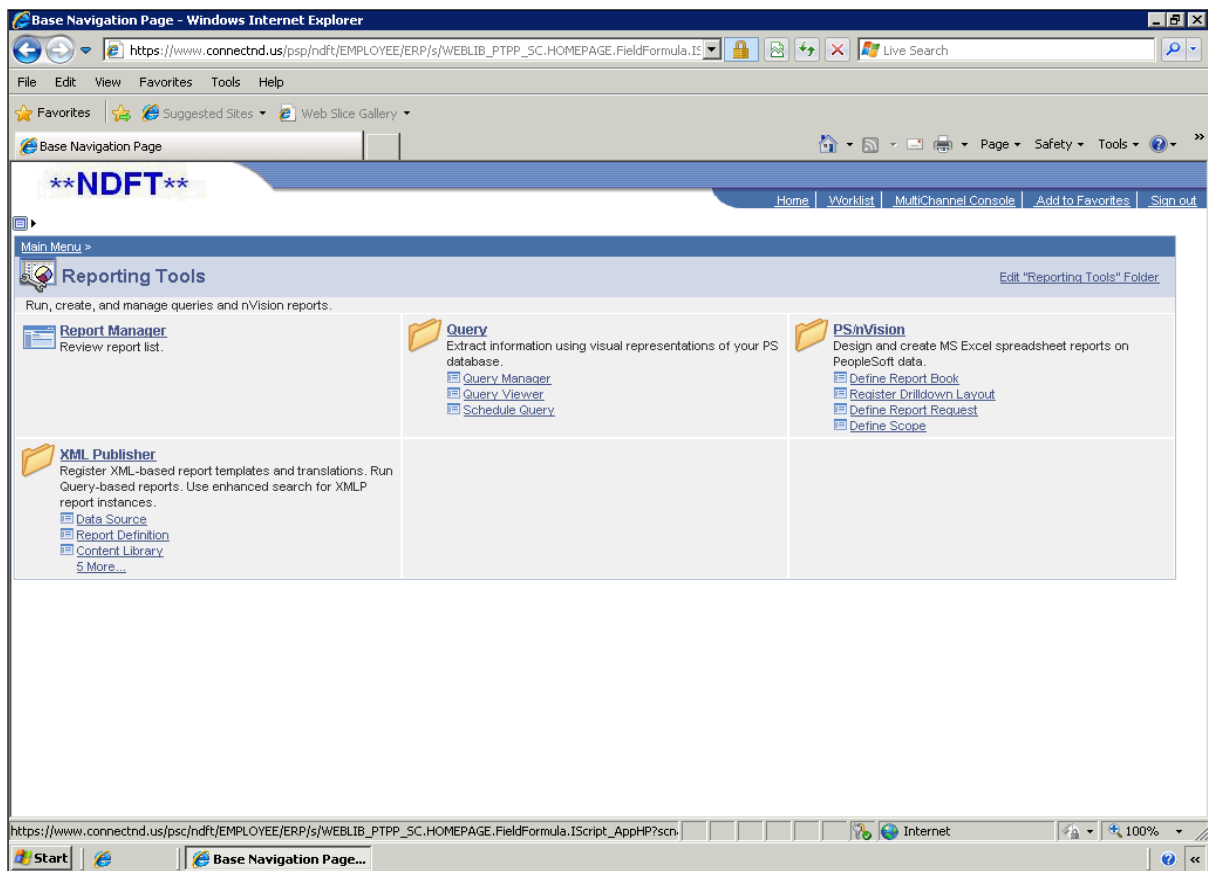
Navigation: Reporting Tools > Query> Query Viewer

Procedure

This topic shows how to Run a Query.



Step	Action
1.	Click the Reporting Tools link.  Reporting Tools




Step	Action
2.	Click the Query link. Query
3.	Click the Query Viewer link. Query Viewer



Training Guide Module 6 - Assets

Step	Action
4.	Enter the desired information into the begins with field. Enter " NDS_AM ".
5.	All the Asset Management Queries will start with NDS_AM. If you search for NDS_AM you will get a full list of all queries available within Asset Management.
6.	Click the View All link. View All
7.	Choose the location from where to run the report. It can be run to HTML or an Excel file. If you run it to HTML and then wish to run it to Excel that can also be done. Click the HTML link. HTML

Step	Action
8.	Enter the desired information into the Book Name field. Enter " gaap ".
9.	Click the View Results button. 
10.	An example of the query is shown.
11.	This topic showed how to Run a Query. End of Procedure.